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Guide for Submitting Required Supplementary Materials Online

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Mass Cultural Council

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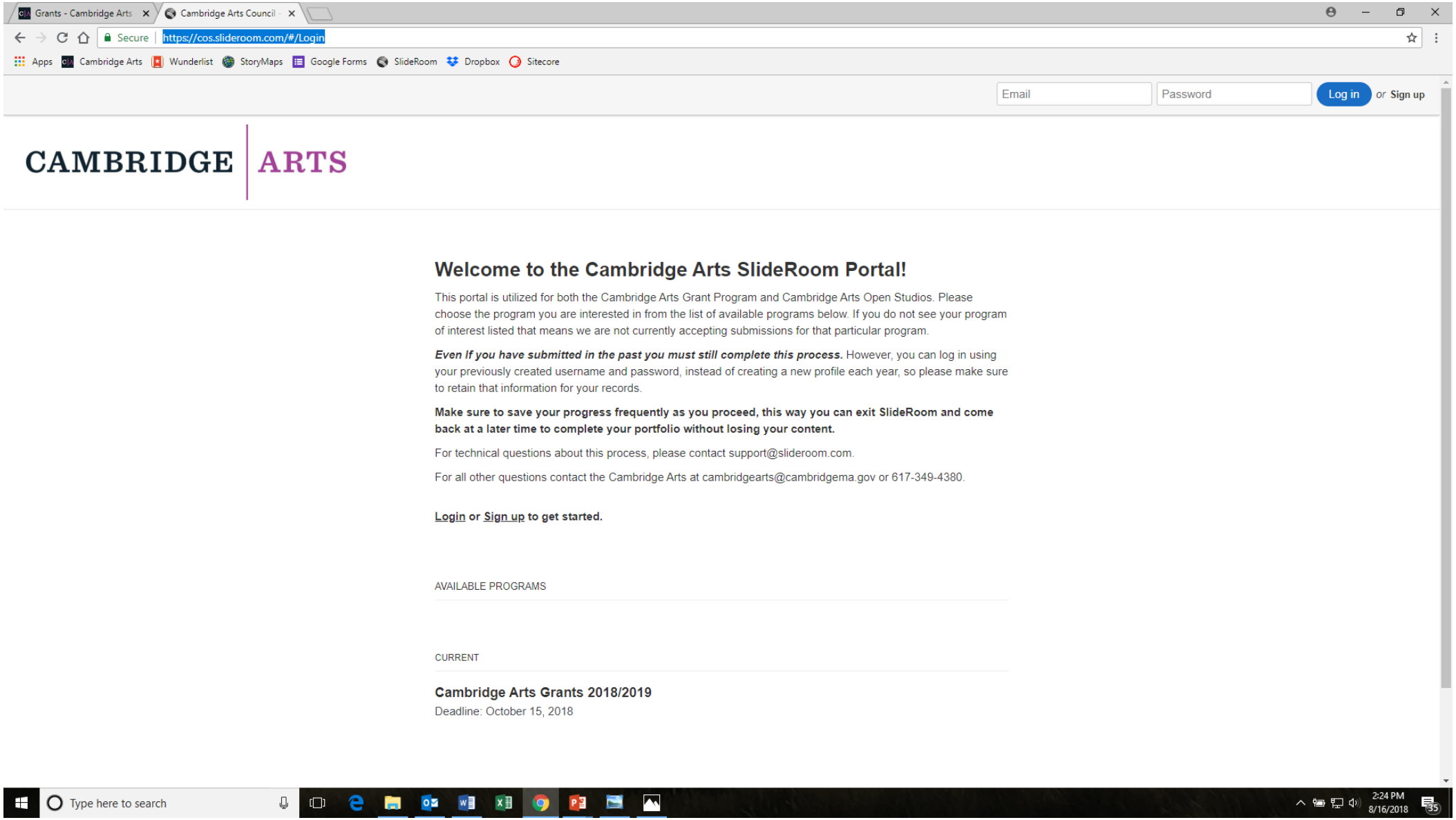
Project Applications must complete the Mass Cultural Council's Online Application AND submit Cambridge Arts' Required Supplementary Materials via a two (2) step process.

Please visit www.cambridgeartscouncil.org/grants for more information and to read our Grant Guidelines.

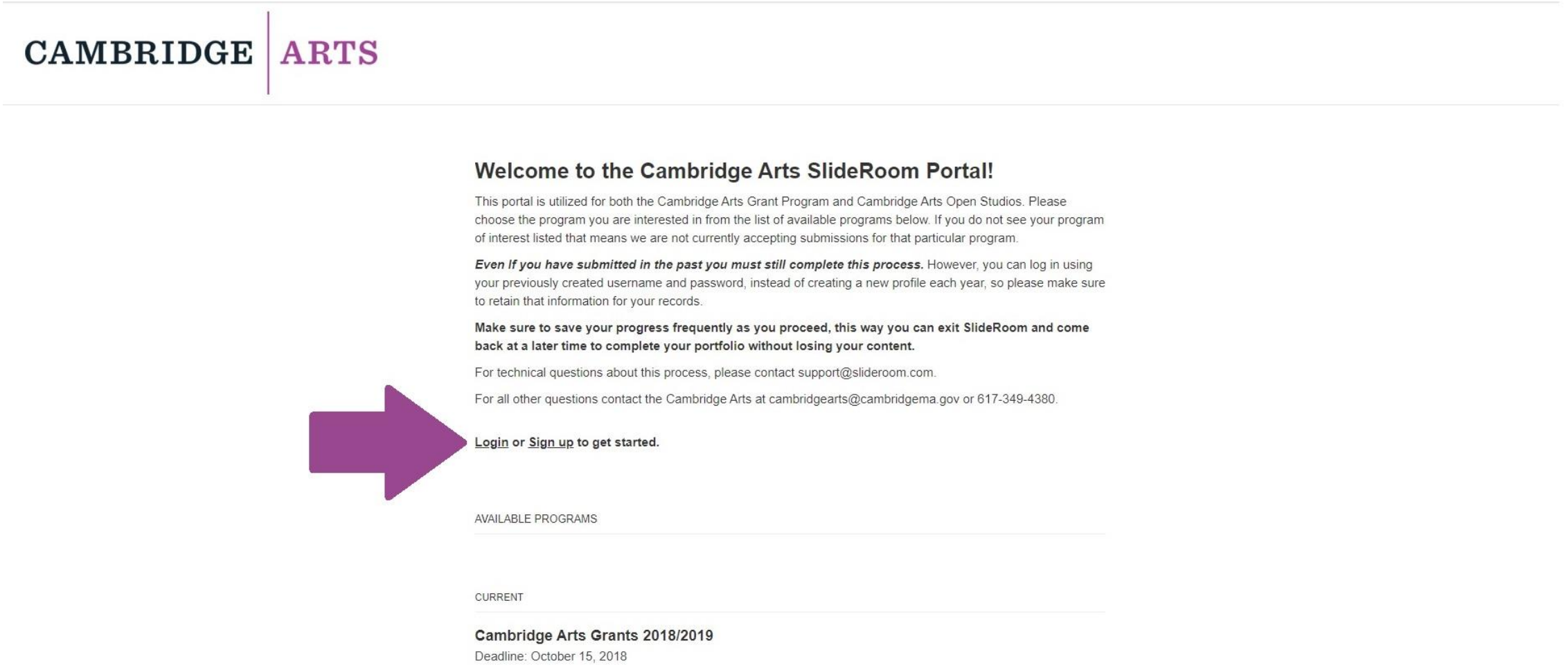
- **Step 1: Mass Cultural Council Application**
  - All Cambridge Arts Grant Applications must be submitted online via the Mass Cultural Council's Grant Application web portal. This application will become available on September 1st and can be accessed at the following web address: http://mass-culture.org
  - A step-by-step guide for completing this online application is available in the Cambridge Arts Grant Guidelines and in a separate presentation. Both can be accessed on our website: www.cambridgeartscouncil.org/grants
- **Step 2: Cambridge Arts Supplementary Materials**
  - Applicants applying for a Project Grant must submit required supplementary materials via the Cambridge Arts Grants online application portal. The following presentation features step-by-step instructions for completing this part of the application! You can also learn more in our Grant Guidelines available on our website: www.cambridgeartscouncil.org/grants

Once you have reviewed the Grant Guidelines and completed the Mass Cultural Council's online application, visit https://cos.slideroom.com/#/Login



Click "Login" if you have previously applied for a Cambridge Arts Grant online or if you have used SlideRoom for a different Cambridge Arts Program (such as Open Studios or the Public Art Artist Registry).

OR **Click "Sign Up"** if you have never used the Cambridge Arts SlideRoom Portal.



If you clicked “Sign Up, ” you will be prompted to enter your email address and create a password. Read the password requirements carefully, check the box next to “I have read and agree to the Terms of Service and Privacy Policy,” and then click “Sign Up.”

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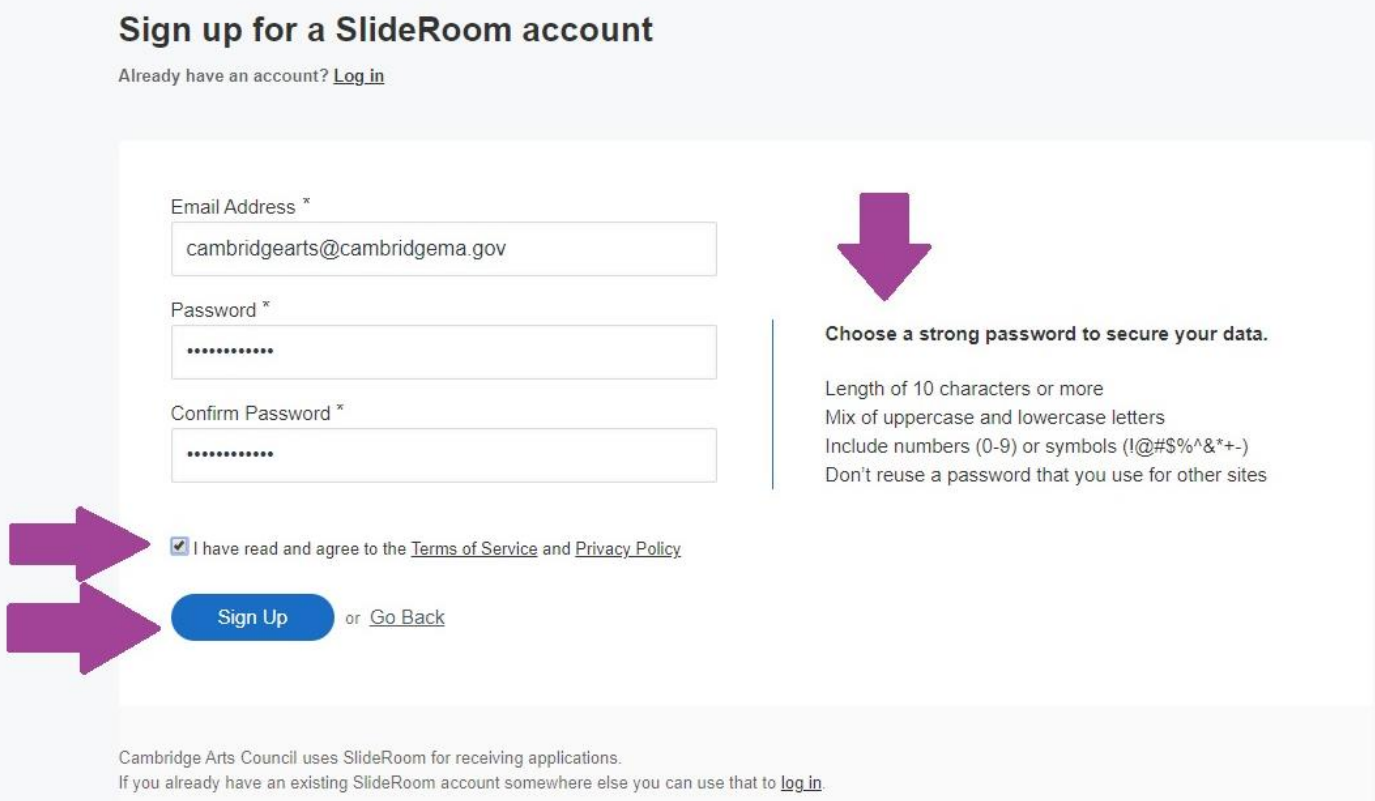
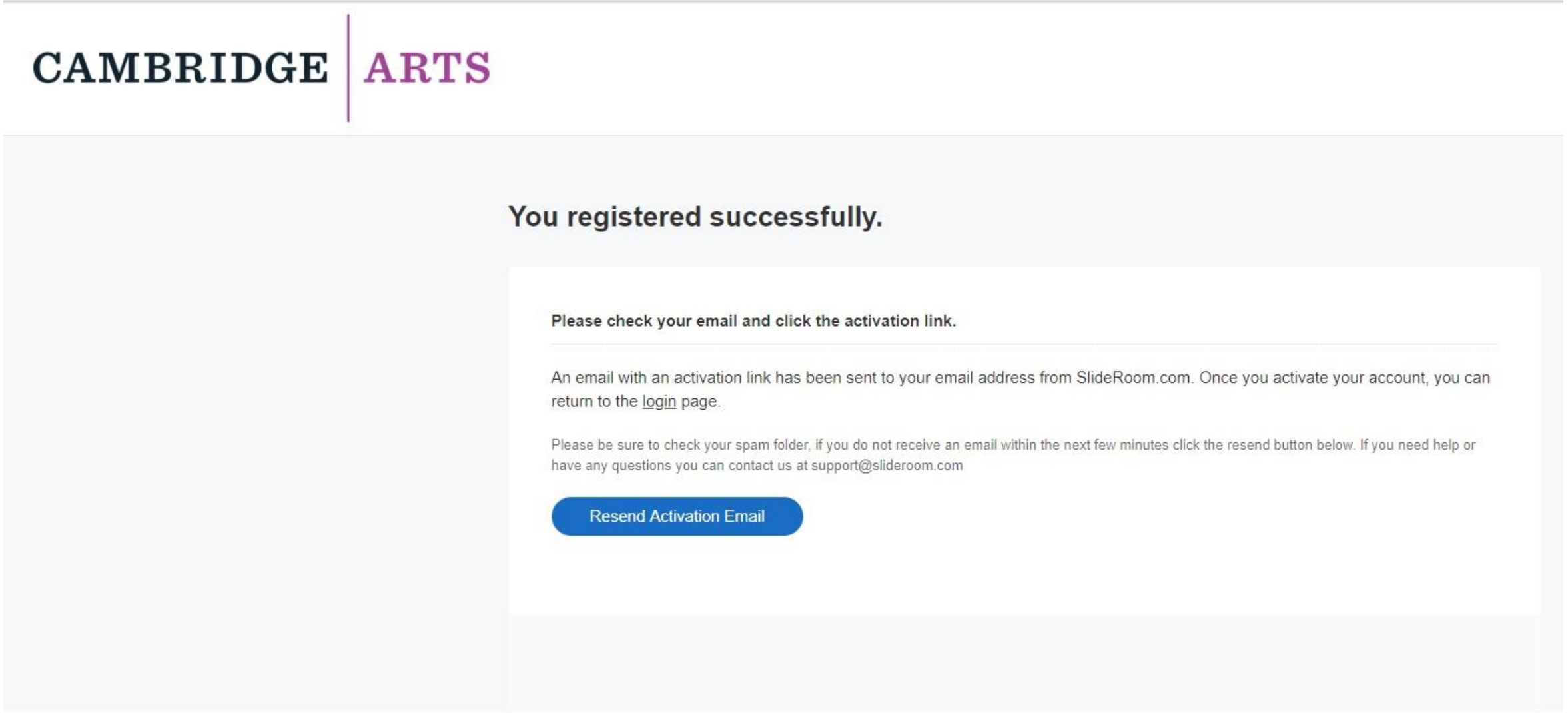
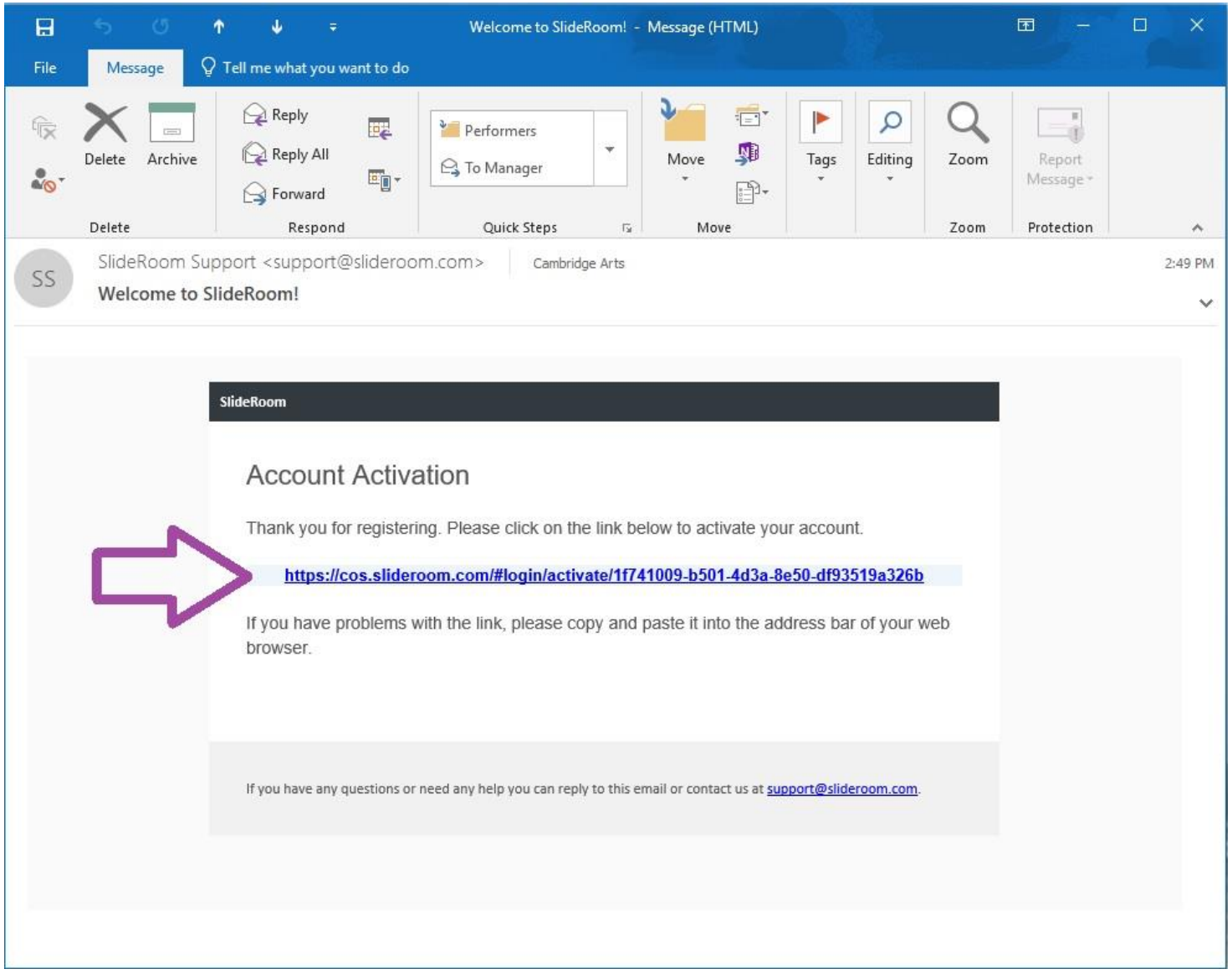


After you click “Sign Up,” an activation link will be sent to your email address. If you do not receive the activation link, you can resend it by clicking “Resend Activation Email.” You may also want to check your SPAM folder.



To activate your account, click the link in the email you've received from support@slideroom.com



Click “Continue to Log In”

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Enter your email address and password. If you selected “Login” instead of “Sign Up,” you will also be directed to this page. You can reset your password by clicking “Forgot Password.” Otherwise, click “Log In.”

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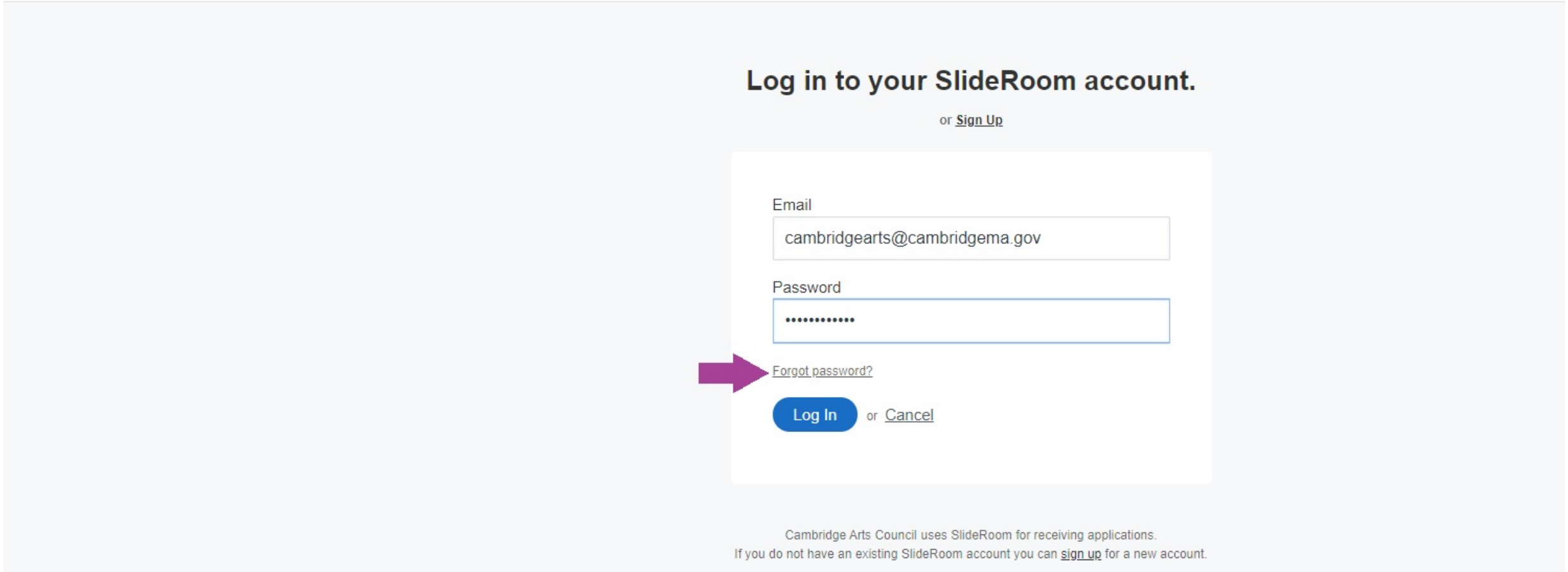
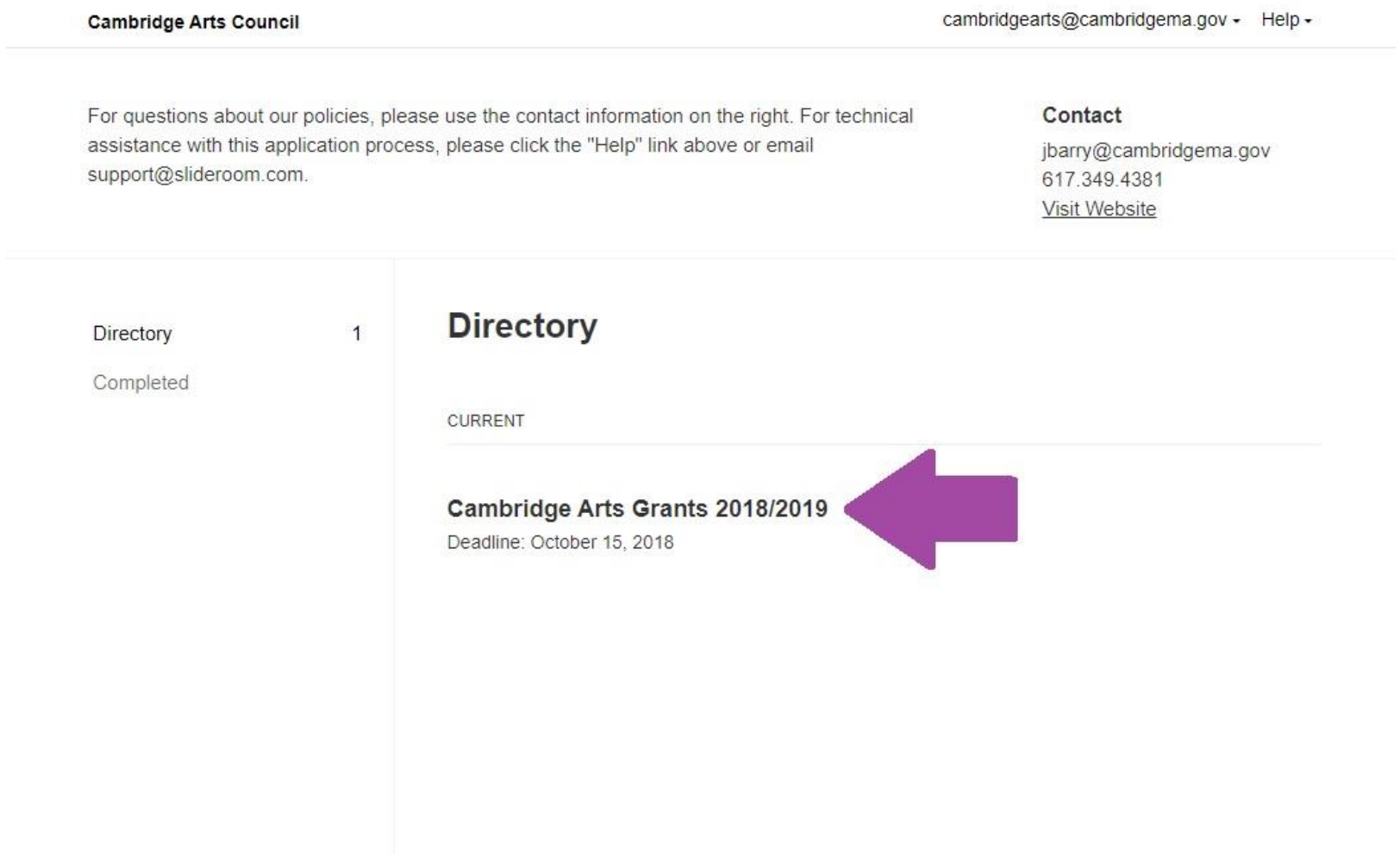
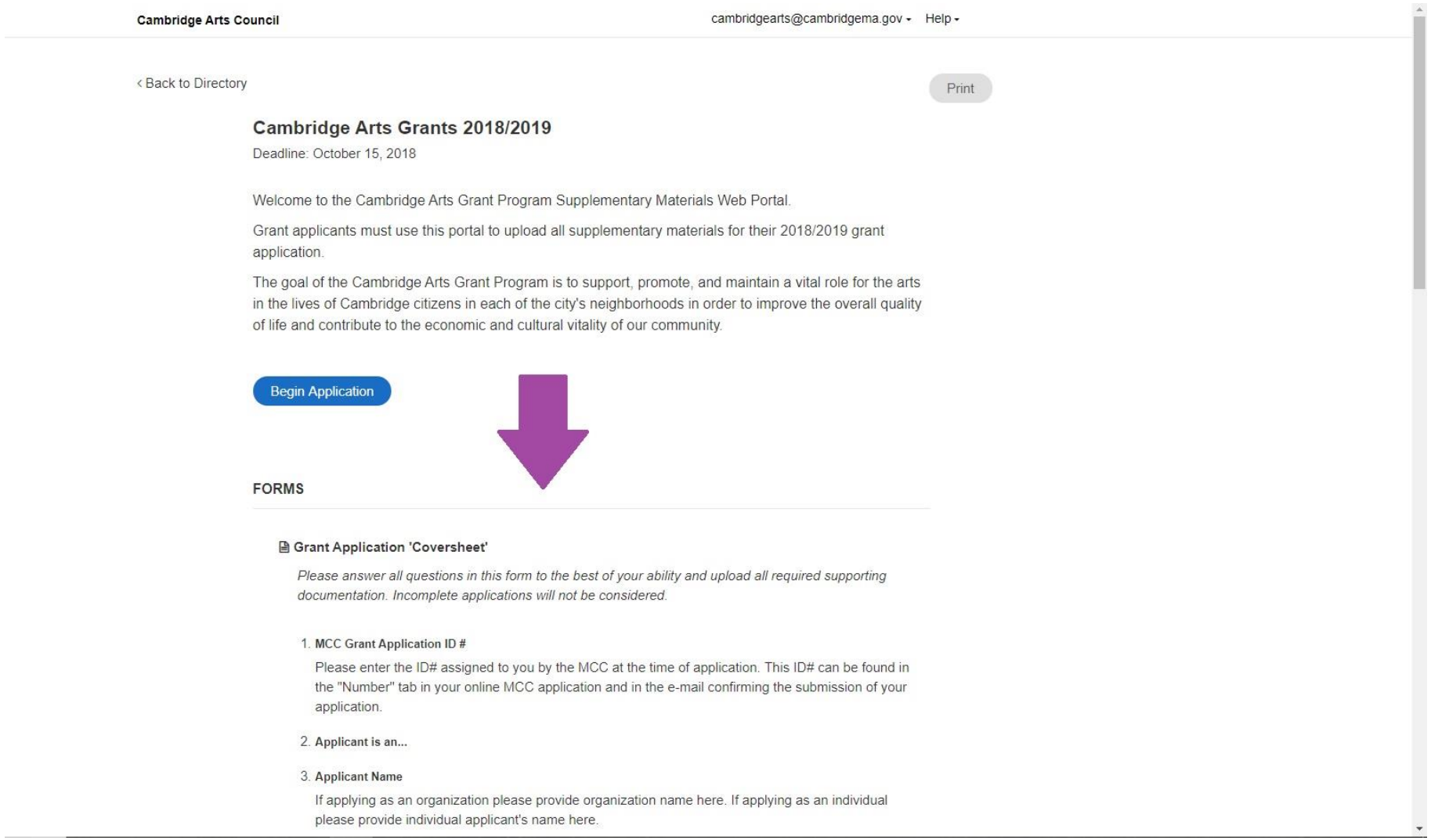


Click “Cambridge Arts Grants 2018/2019”



We recommend reading the information provided on this page before you click “Begin Application.”



Once you have read all of the information provided about the required supplementary materials, click the “Begin Application” button at the bottom of the page.

6. Evaluation Plans
   Please upload a 1-5 paragraph statement regarding your plans for evaluating the success of your program.

PORTFOLIO

Upload your Artistic Support Materials and any other supplementary materials and documents here.

Utilize Media File options for images, video, audio, etc.

For active links for websites, videos etc. paste them into a word document, save as a PDF, then upload here. Triple check your links to ensure they work!!

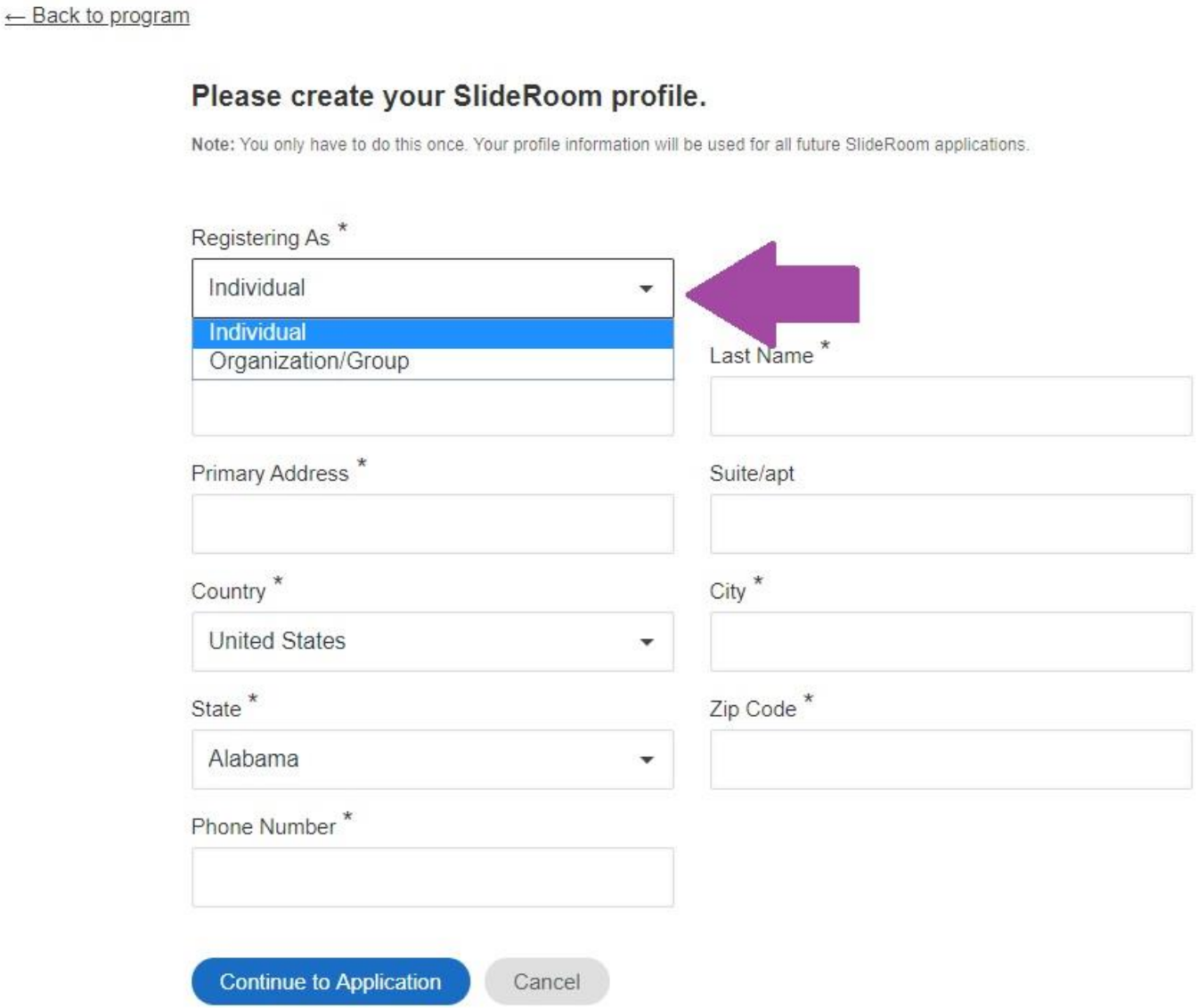
Utilize PDF option to upload these saved links and other documents such as scripts, writing samples, etc.

See page 14 of the Cambridge Arts Grant Guidelines for more detailed instructions around these components if needed. Guidelines can be found online by visiting: www.cambridgeartscouncil.org/grants

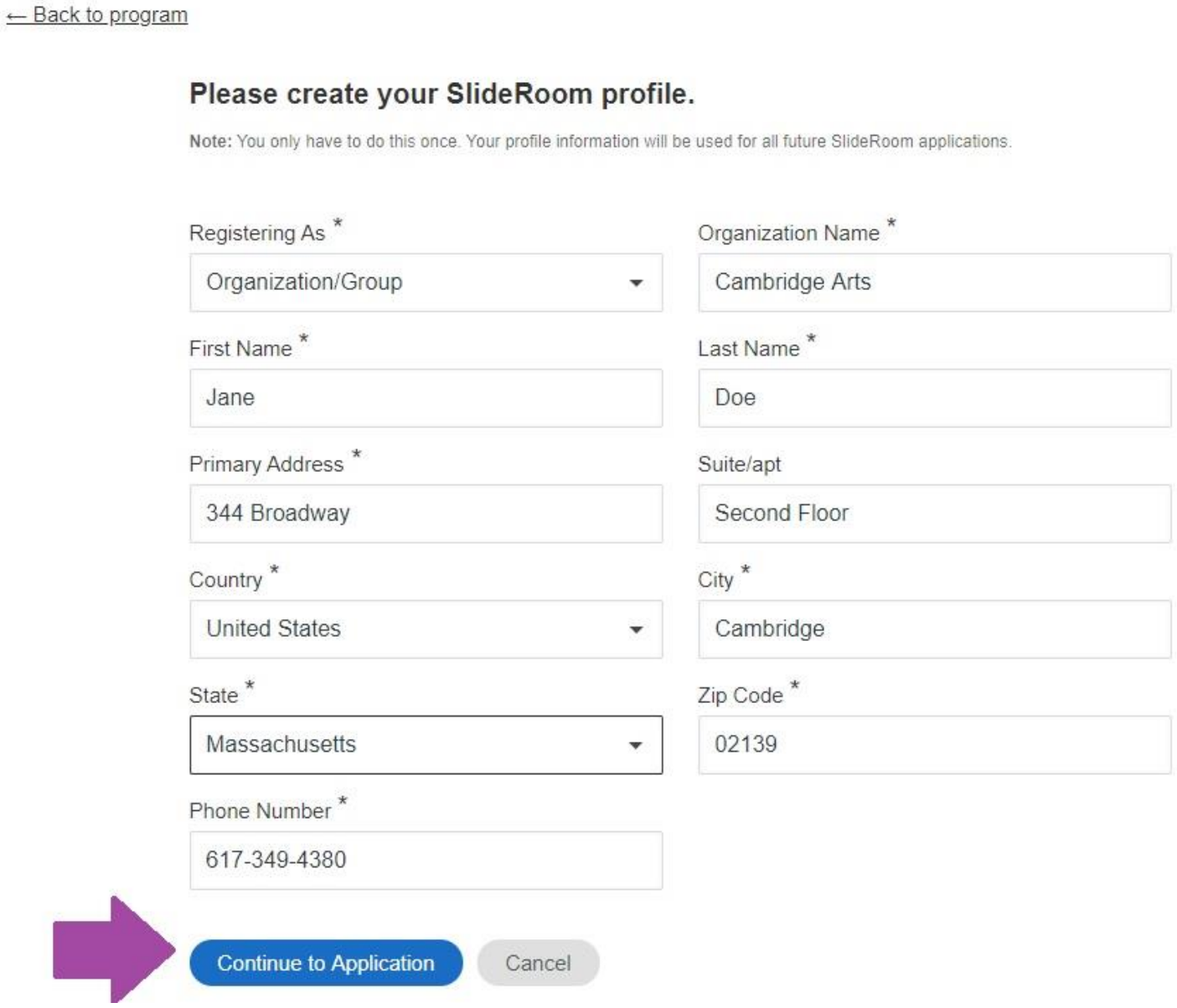
Size and Resolution Requirements: Image files (.jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp) may not exceed 9.5MB and should be no larger than 6 inches x 4 inches at 300dpi. Video files (flv, wmv, mov, mp4) may not exceed 115MB. Audio files (mp3) may not exceed 59MB. PDF files do not have a page limit but may not exceed 20MB.

Provide 1-15 items. Images (up to 10MB each), Video (up to 500MB each), Audio (up to 60MB each), PDFs (up to 20MB each) and Models (Sketchfab). You may also link to media from YouTube, Vimeo and SoundCloud

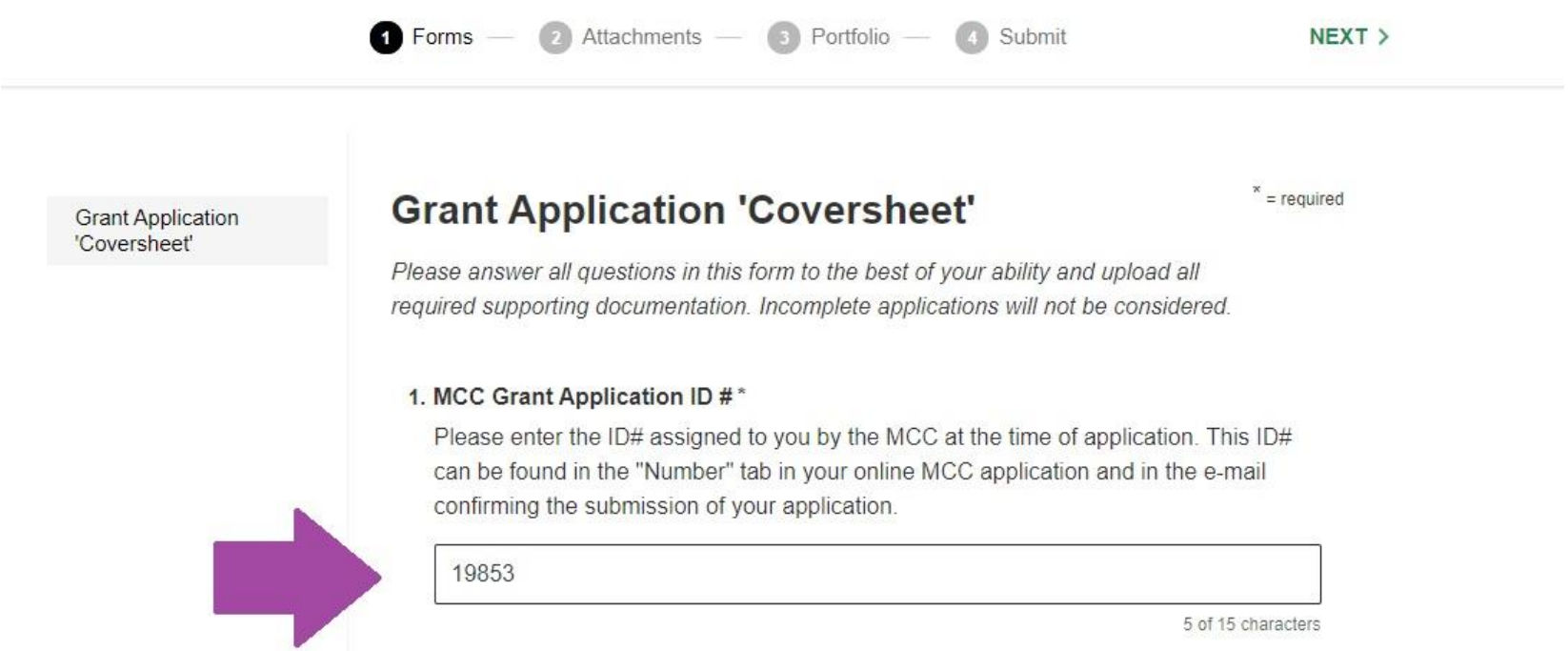
Select whether you are applying as an Individual or an Organization/Group from the drop down menu. Please make sure this matches the information you provided in the Mass Cultural Council application.

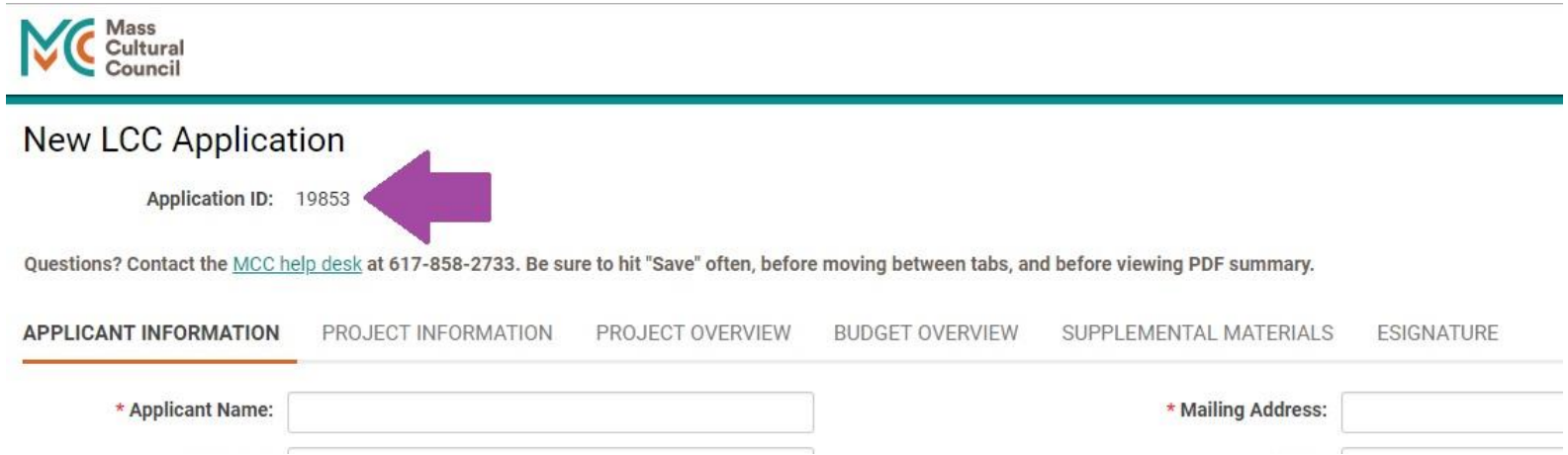


Type in your required name and address information and then click “Continue to Application”

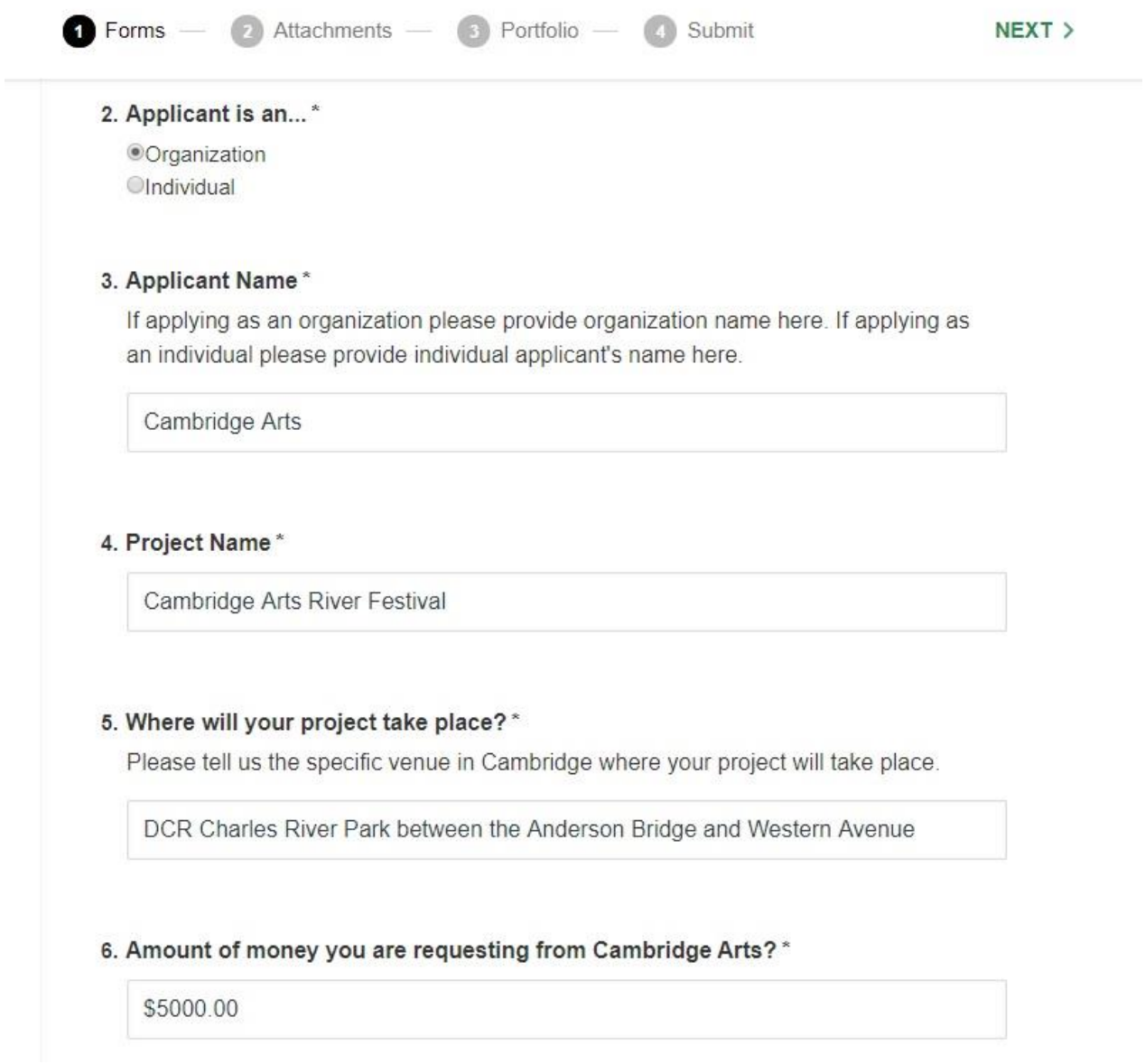


Enter the Grant Application ID number that the Mass Cultural Council assigned your application. You can find your Application ID in the upper left hand corner of your screen when logged into the Mass Cultural Council's online application portal (shown below).

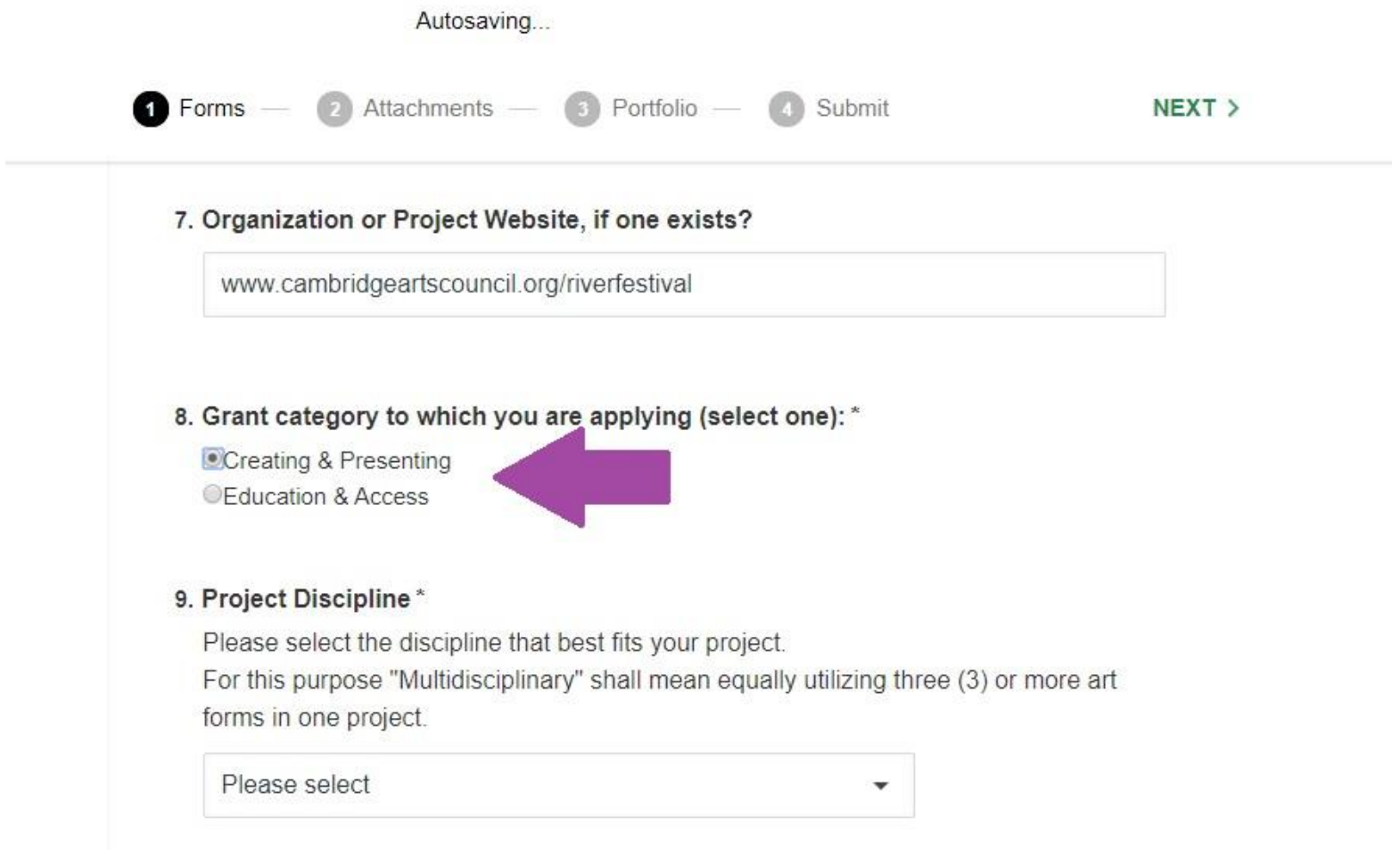




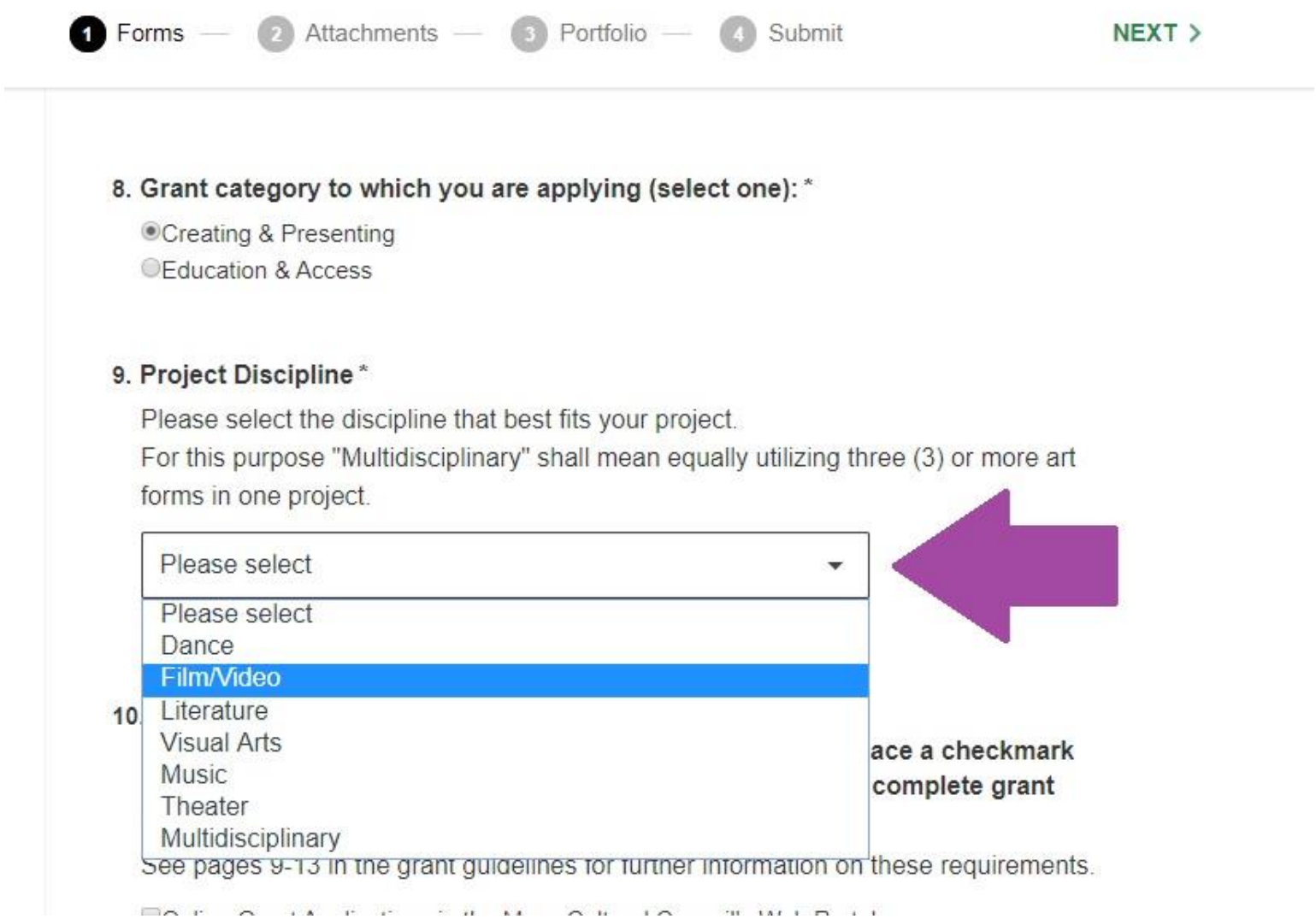
Select whether you are applying as an organization or as an individual and then enter your applicant information. Please make sure that your answers match the information you included in your Mass Cultural Council online application.



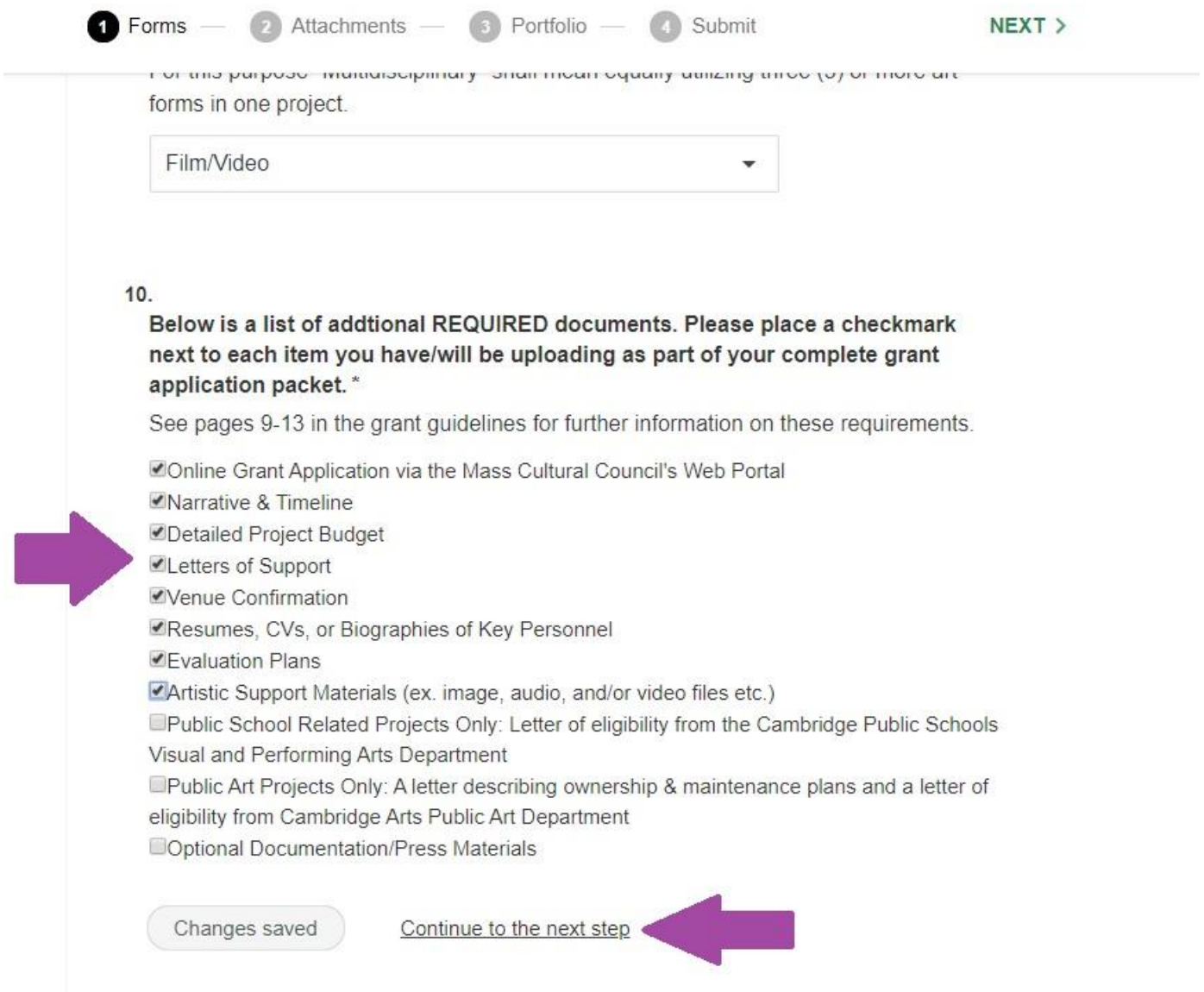
Select whether you are applying for a Creating & Presenting Grant OR an Education & Access Grant. Information about these two grant application categories can be found on page eight (8) of the Cambridge Arts Grant Guidelines.



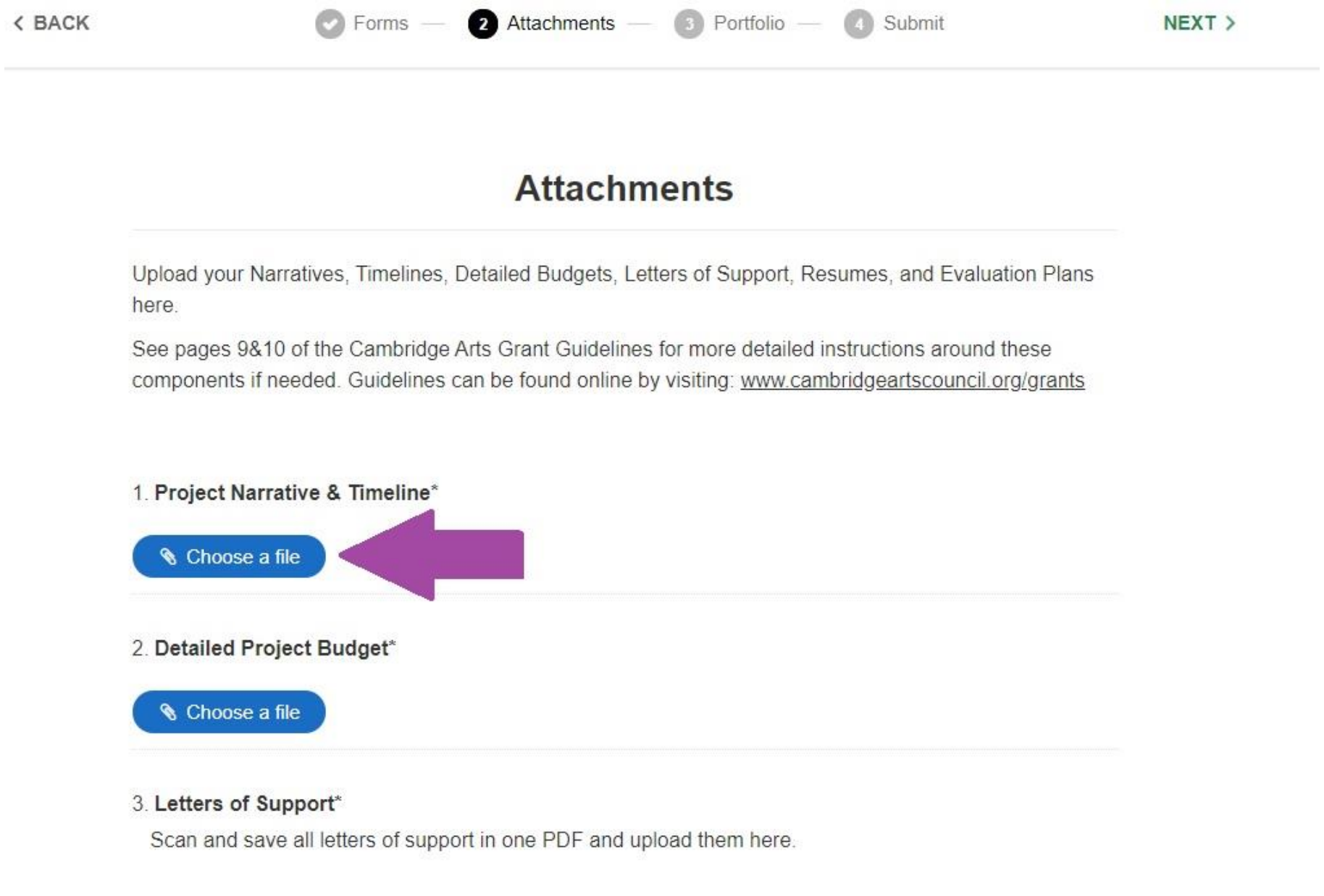
Select the discipline that best describes your project from the drop down menu. Please make sure this matches the project discipline you selected for the Mass Cultural Council online application, if possible. Please note that for the purposes of this application a project can be described as "Multidisciplinary" if it incorporates three or more art forms equally.



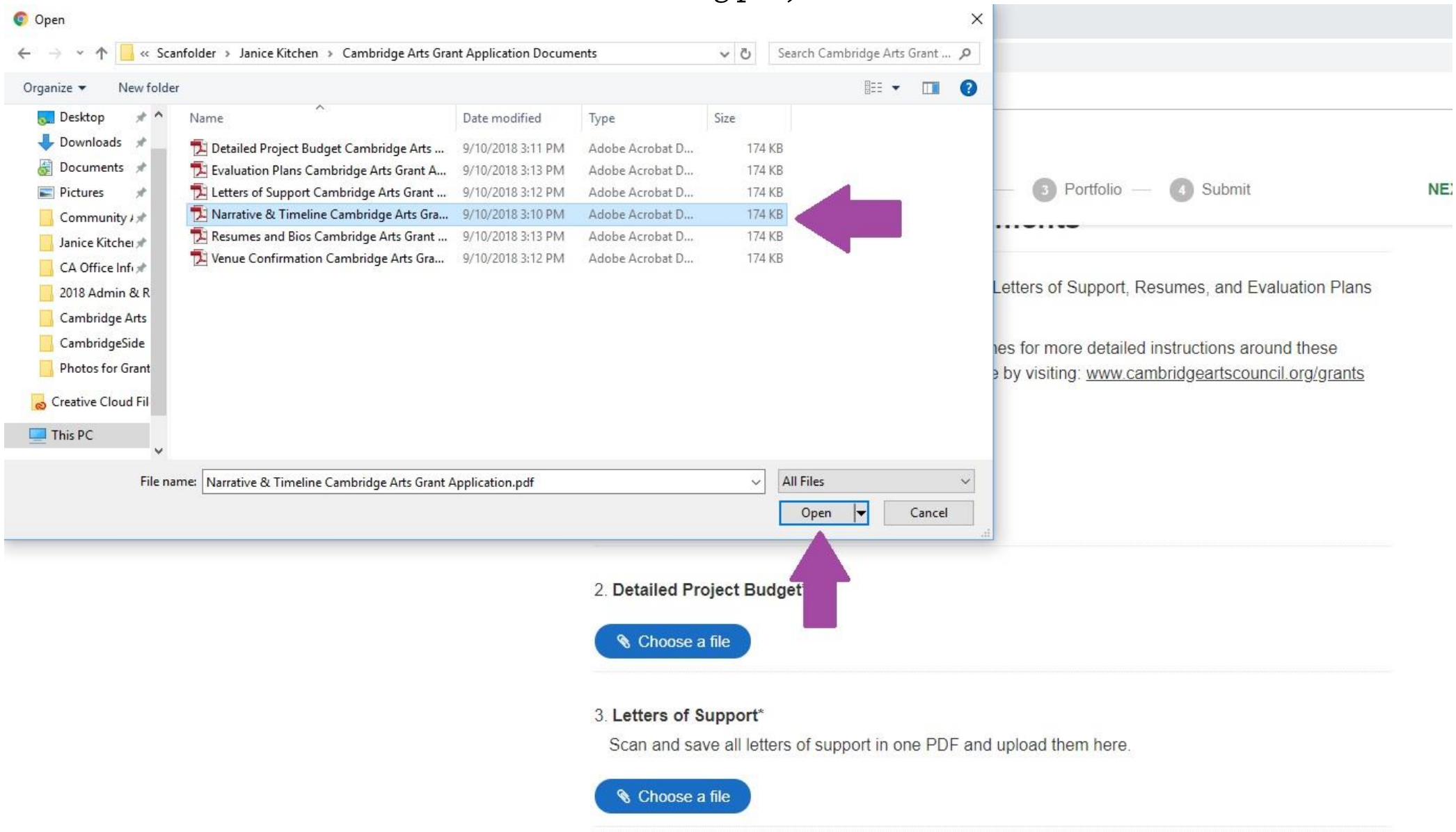
Check the box next to each of the documents that you will be submitting with your application.
Please note that the first eight (8) items are REQUIRED for ALL project applications.
Then click “Continue to next step.”



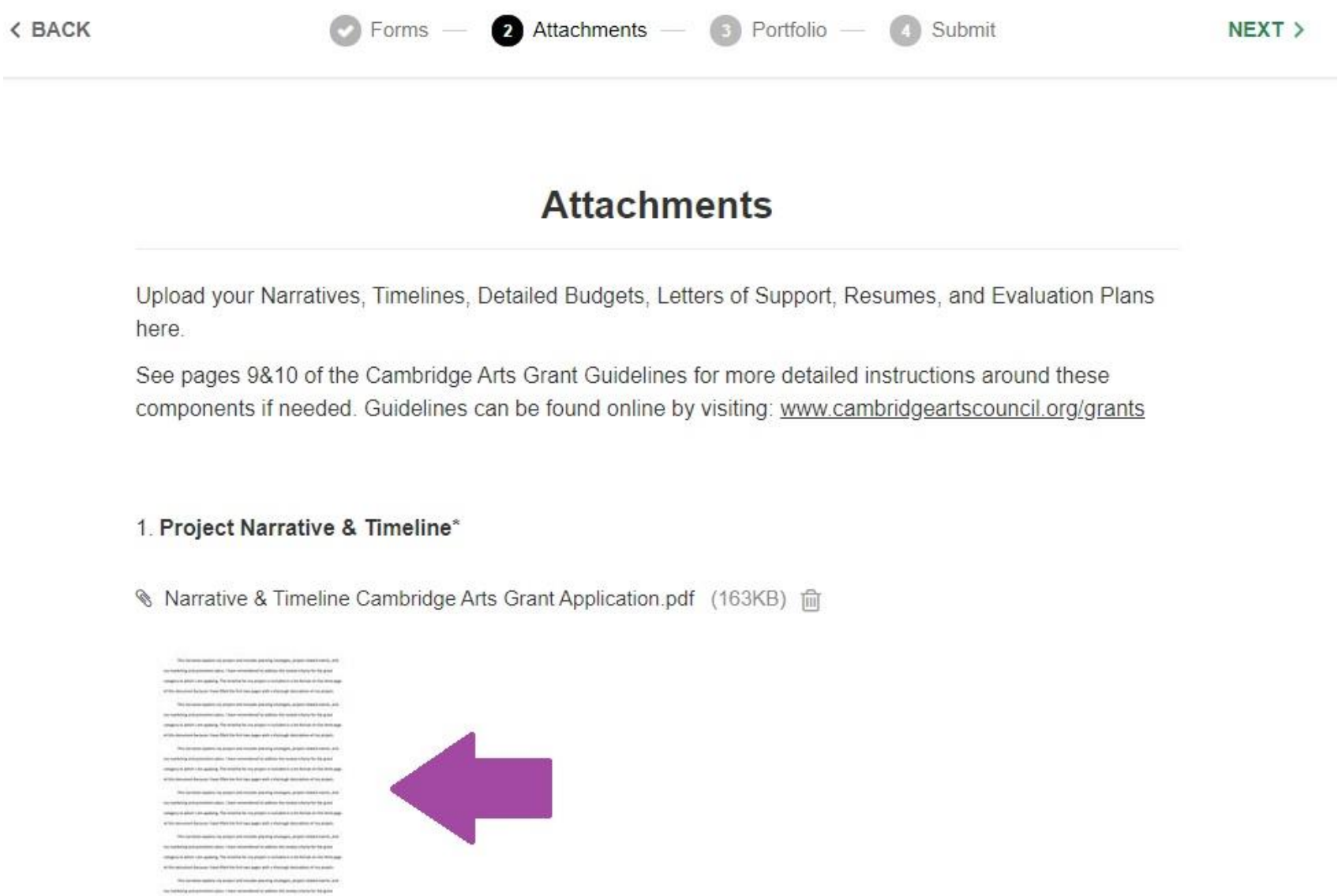
Click “Choose a file” under the title of the first document



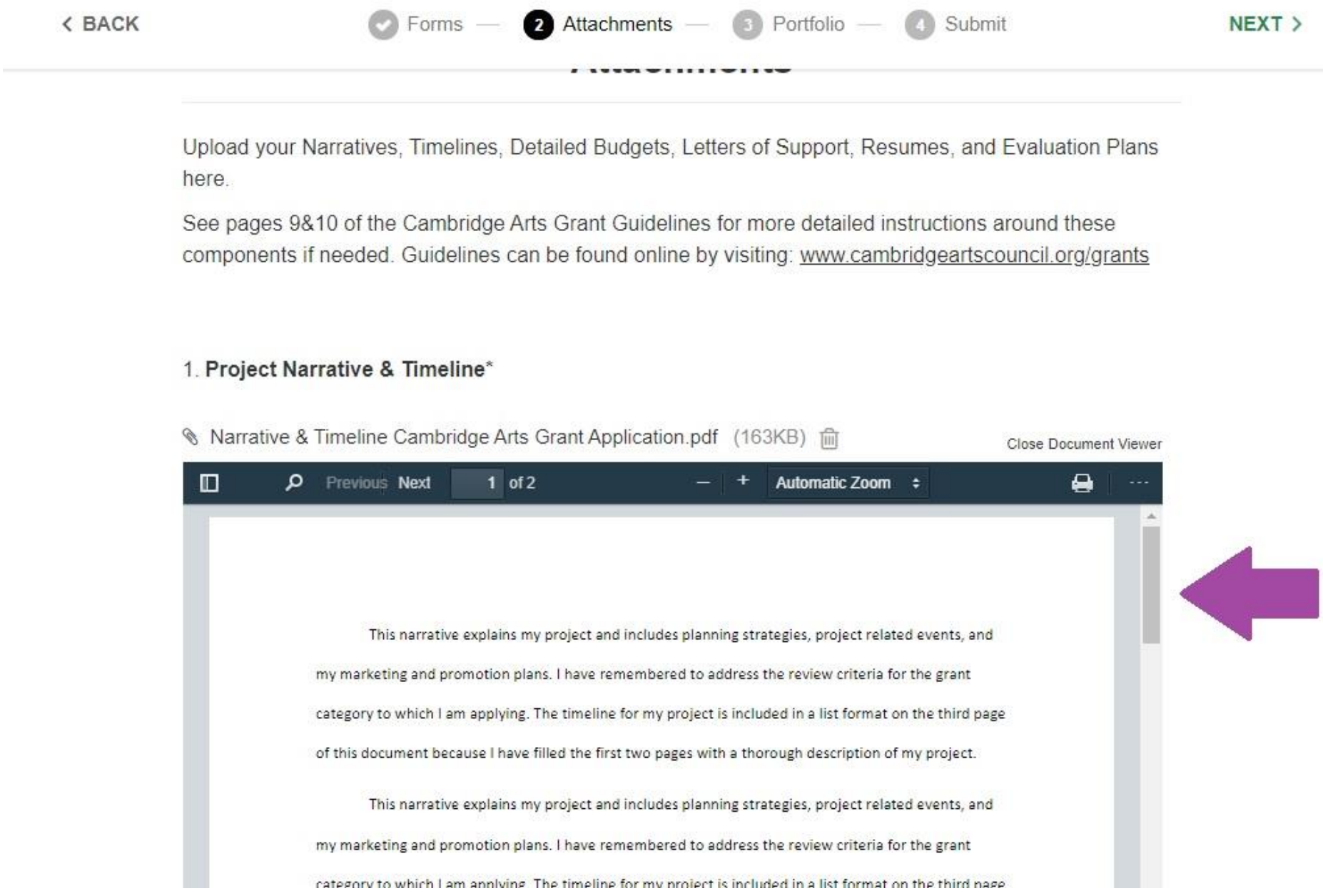
In the pop-up window, find the appropriate document and either double click it or click on it and then click “Open.” We recommend submitting PDFs. We recommend including the type of document and the applicant name in the title of your document. (For example, Narrative & Timeline My Awesome Arts Org.pdf)



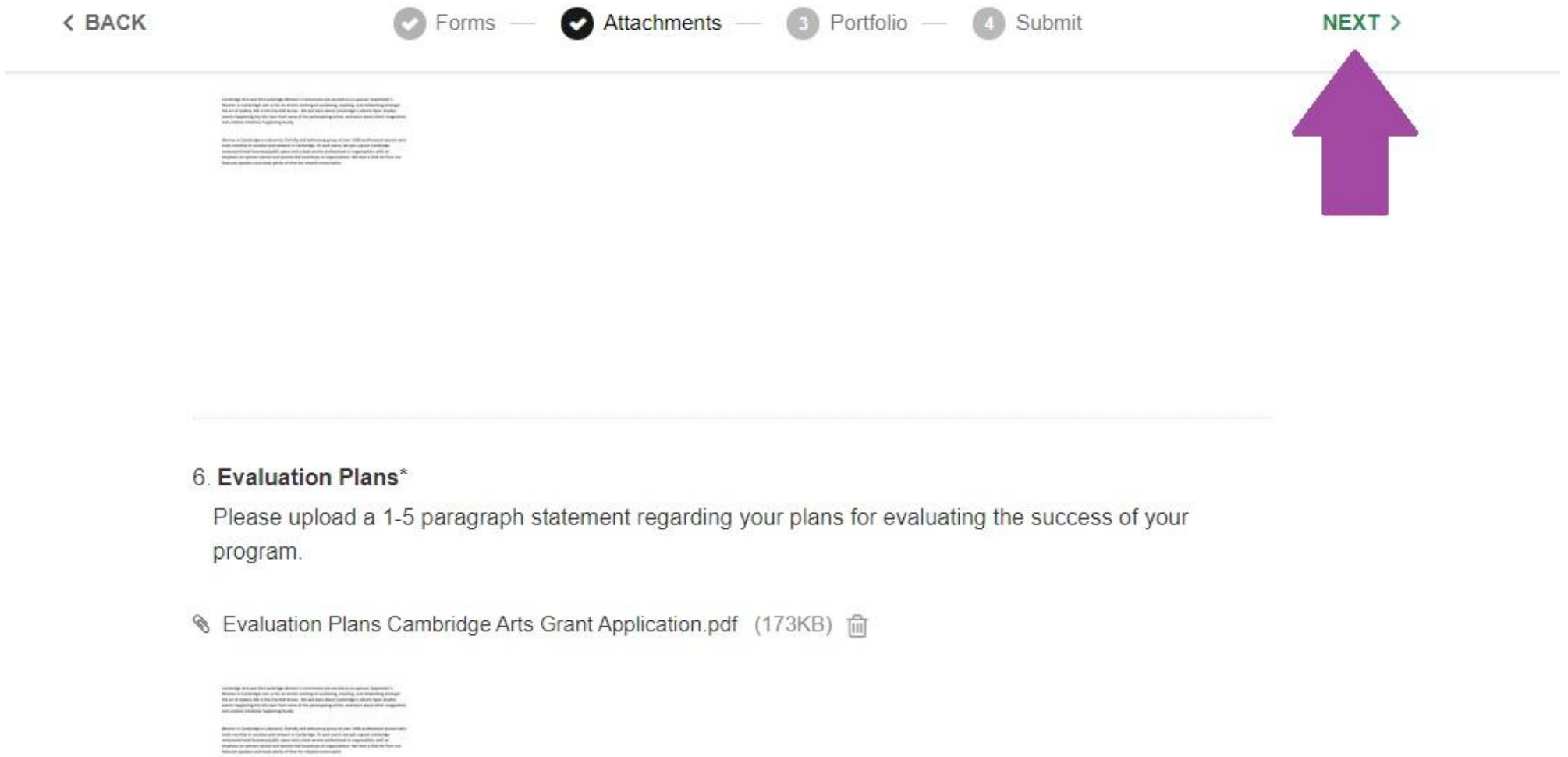
Once your document has been successfully uploaded, you will see the document name and a thumbnail image of the document. You can click on the image to preview your document and confirm that it is the correct document.



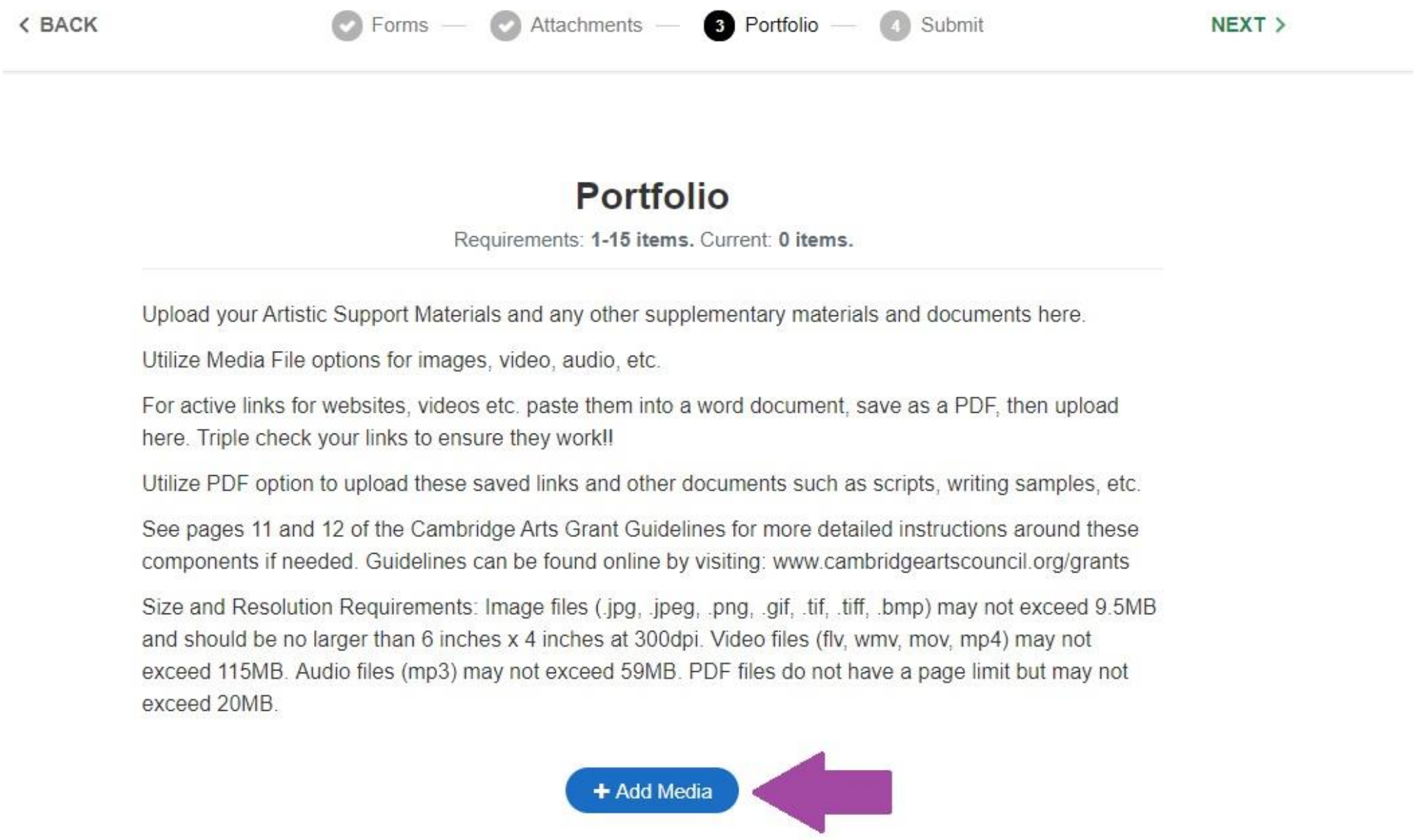
Clicking the image will open a Document Viewer within the webpage. You can view the entire document by using the scroll bar next to the document.



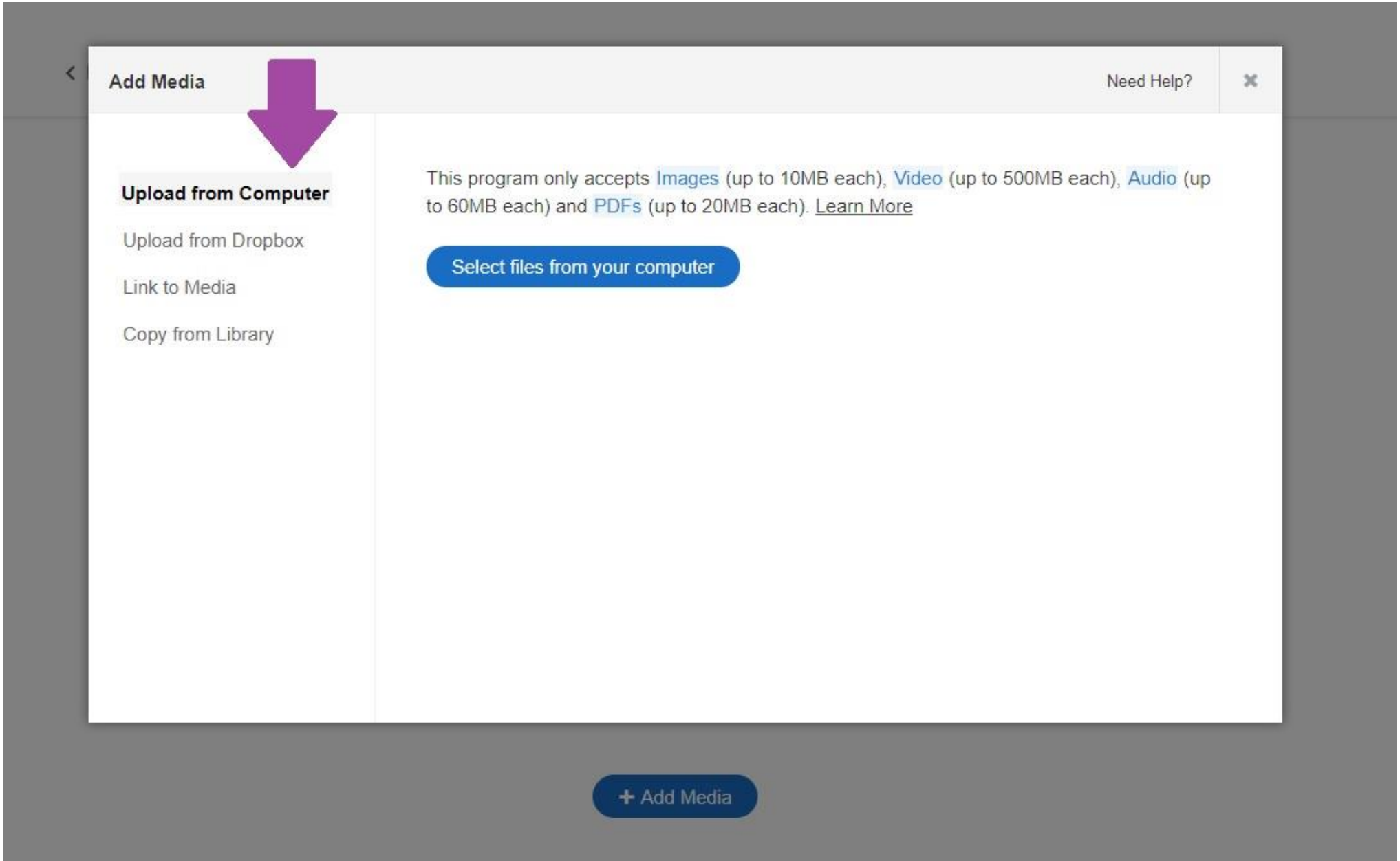
After you have uploaded all of the required documents, click “Next.”



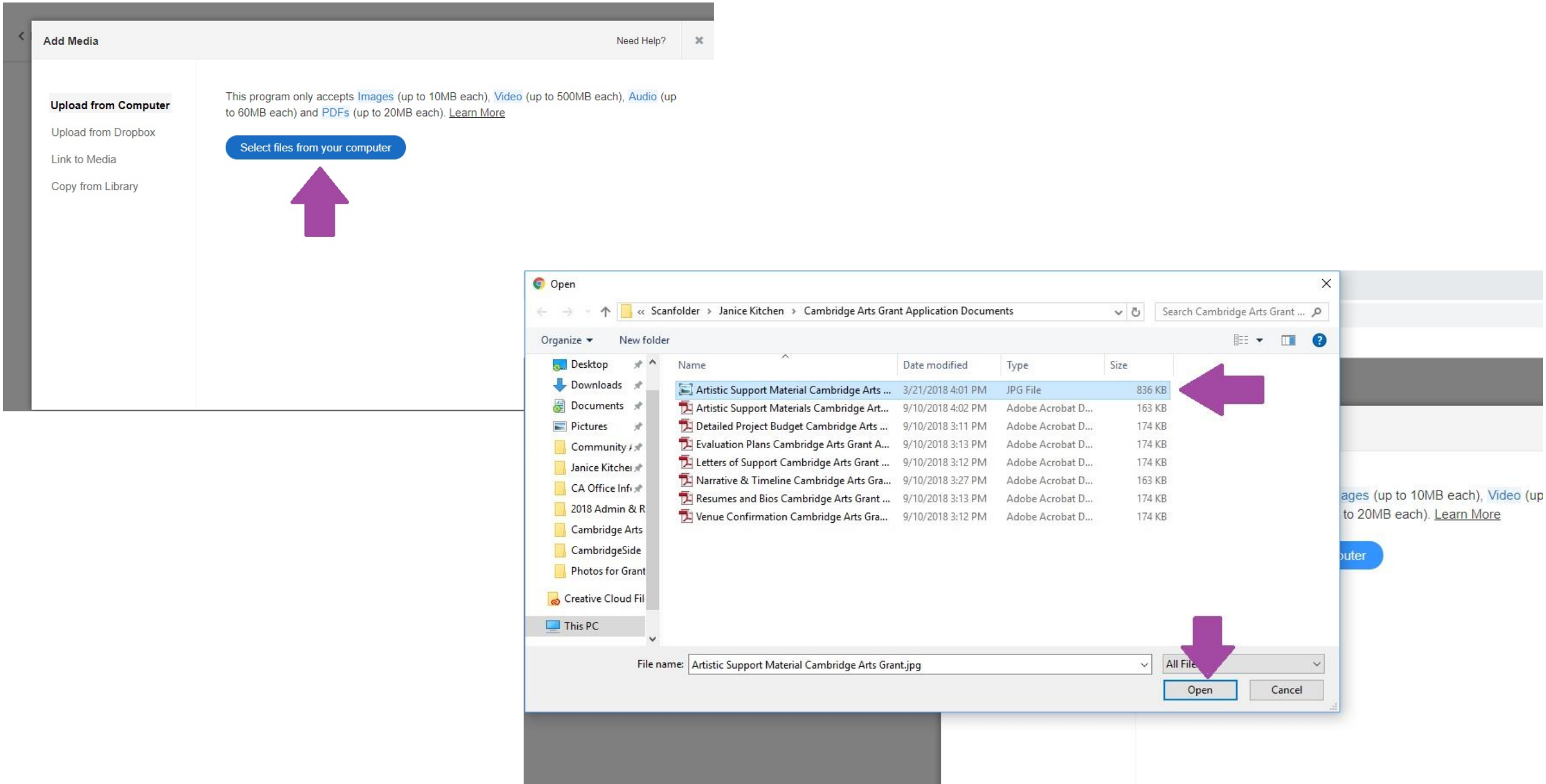
Click “Add Media” to upload your Artistic Support Materials. Please review pages 11 and 12 of the Cambridge Arts Grant Guidelines for information about the appropriate materials for each discipline. Size and resolution requirements are included on this webpage.



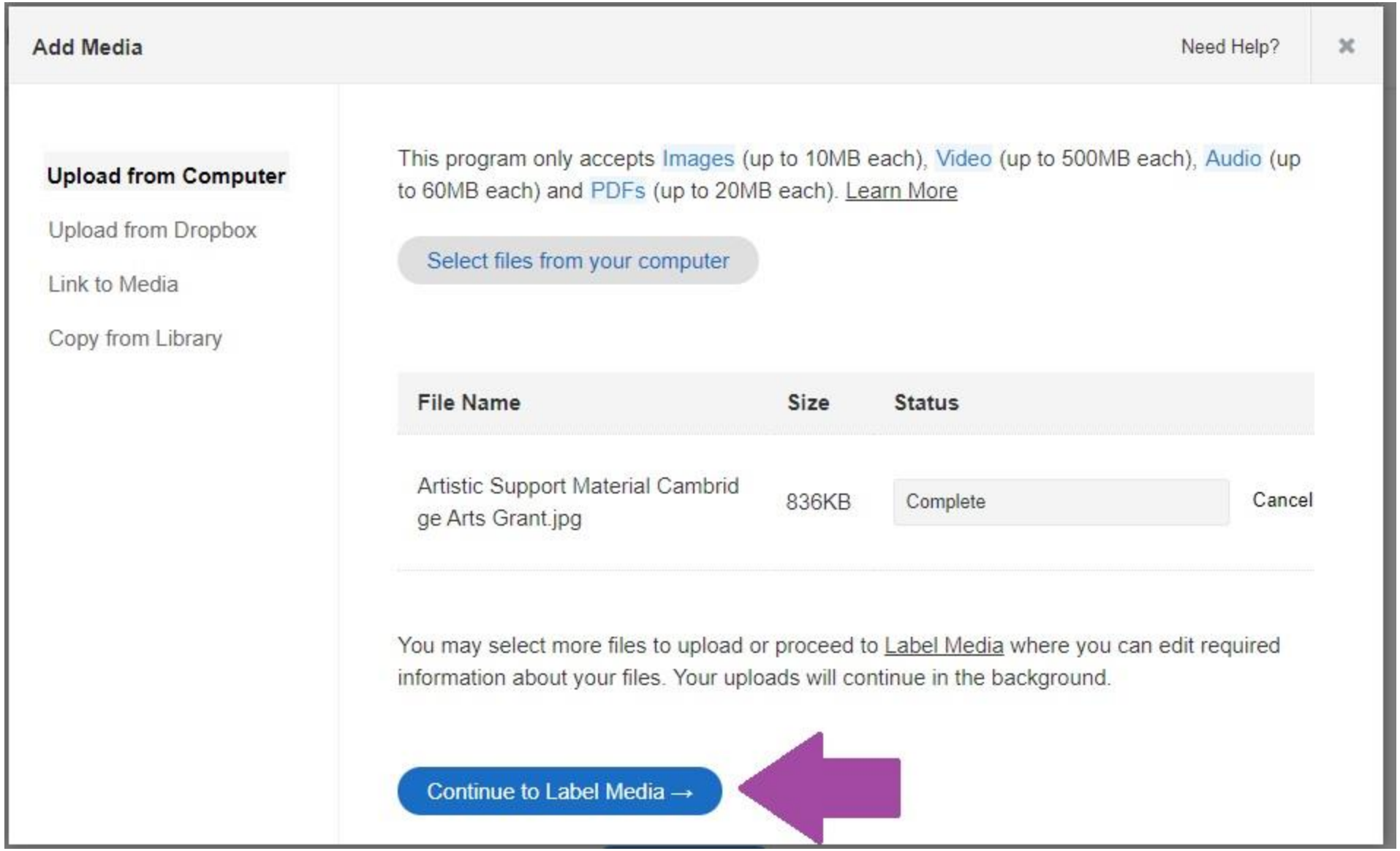
A pop-up window will appear. Select a method for uploading your Artistic Support Materials from the menu on the left-hand side of the pop-up window.



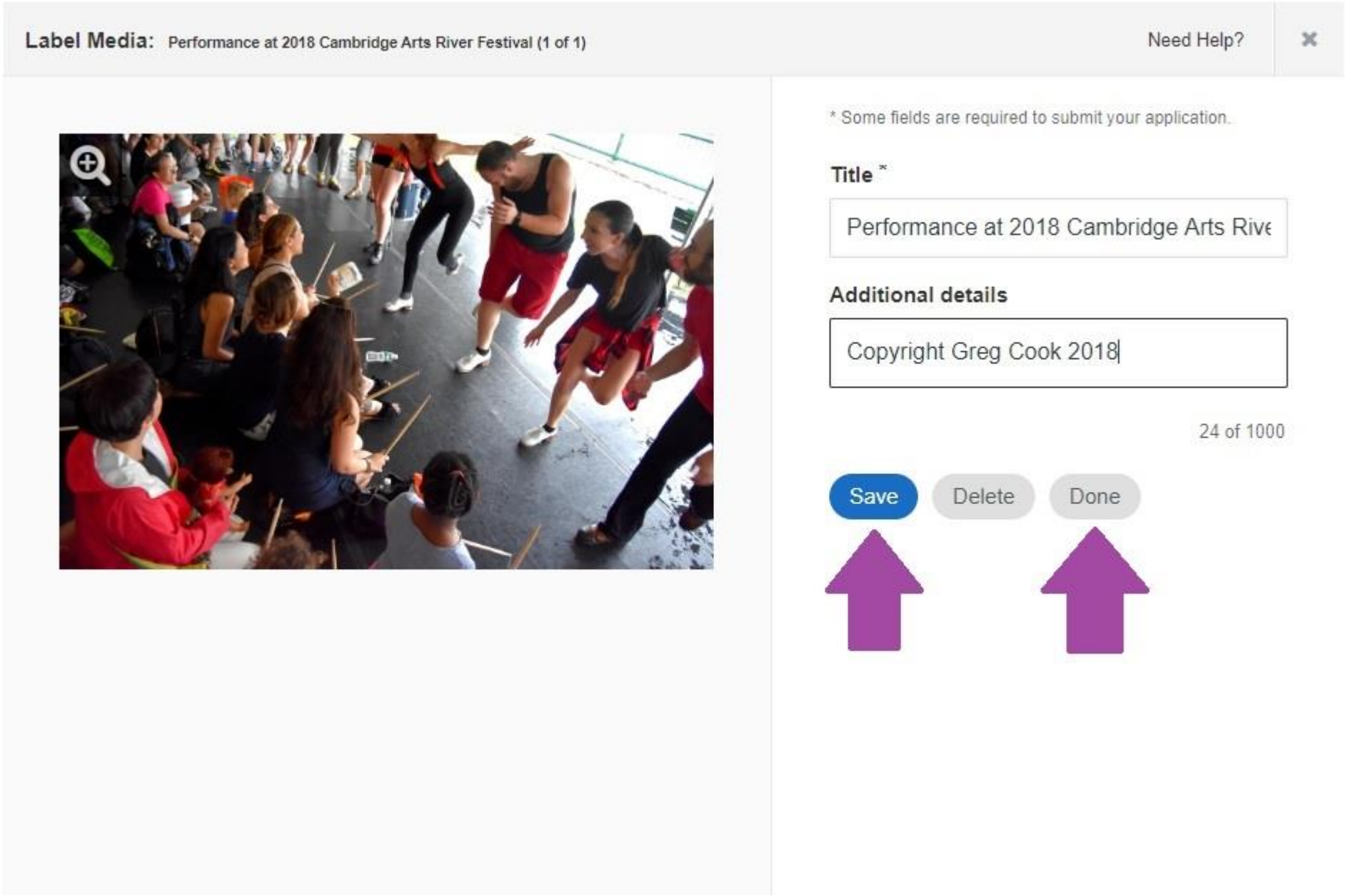
To upload files saved to your computer, click “Select files from your computer” and then select the files in the pop-up window.



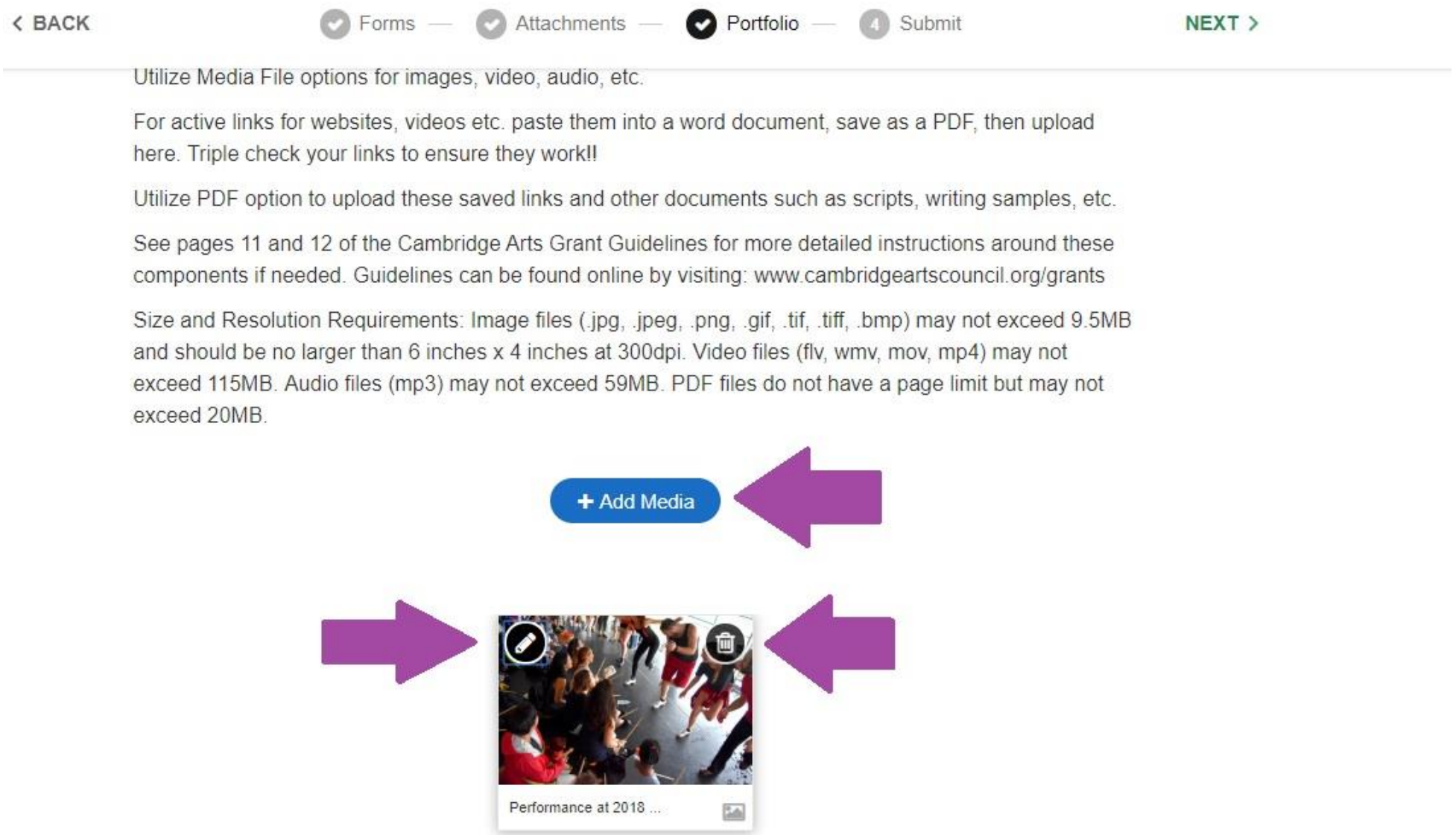
Once your media has been uploaded, click “Continue to Label Media.”



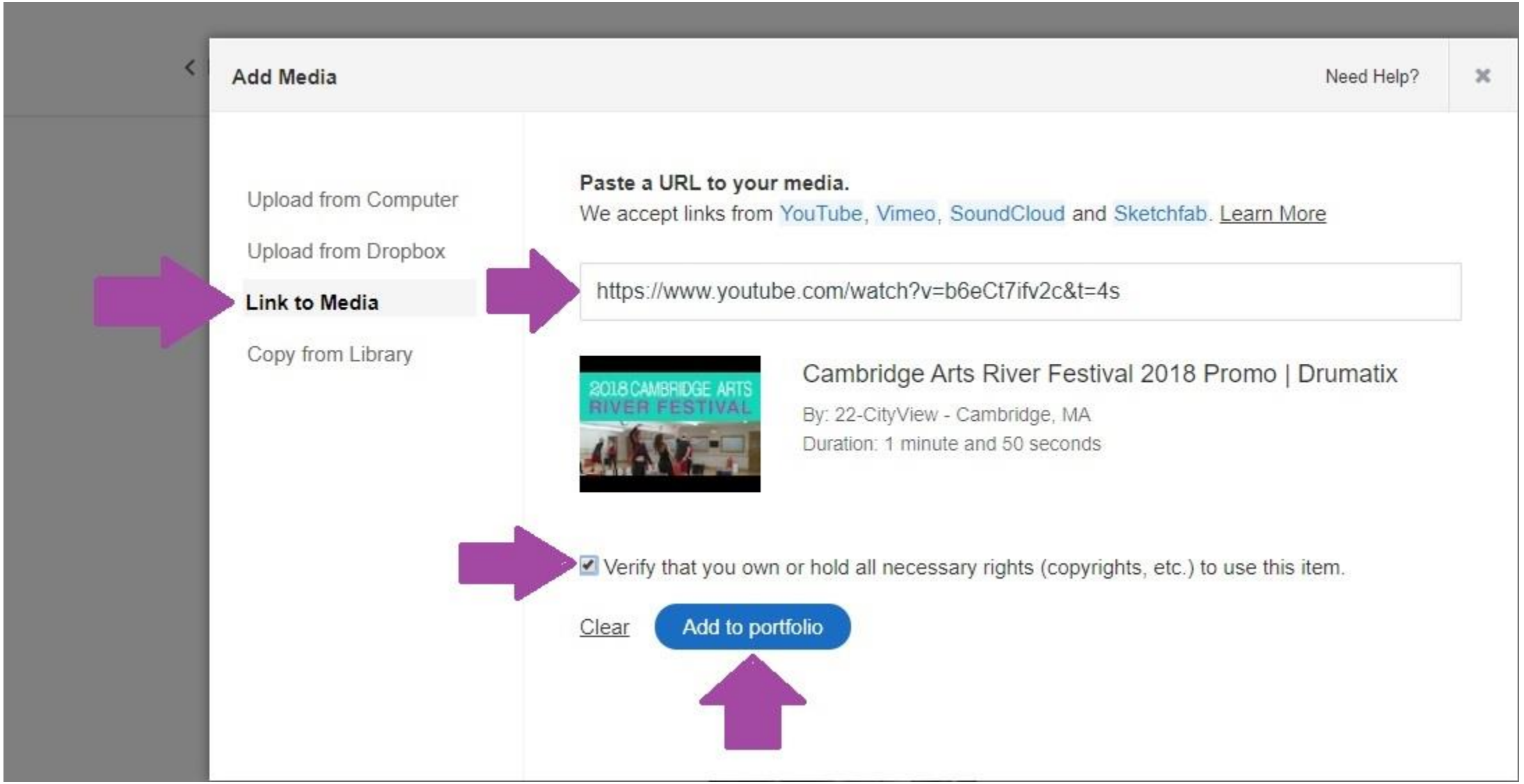
Type a title for your file into the “Title” text box and include any additional required details in the “Additional details” text box. When this is complete, click “Save” and then click “Done.”



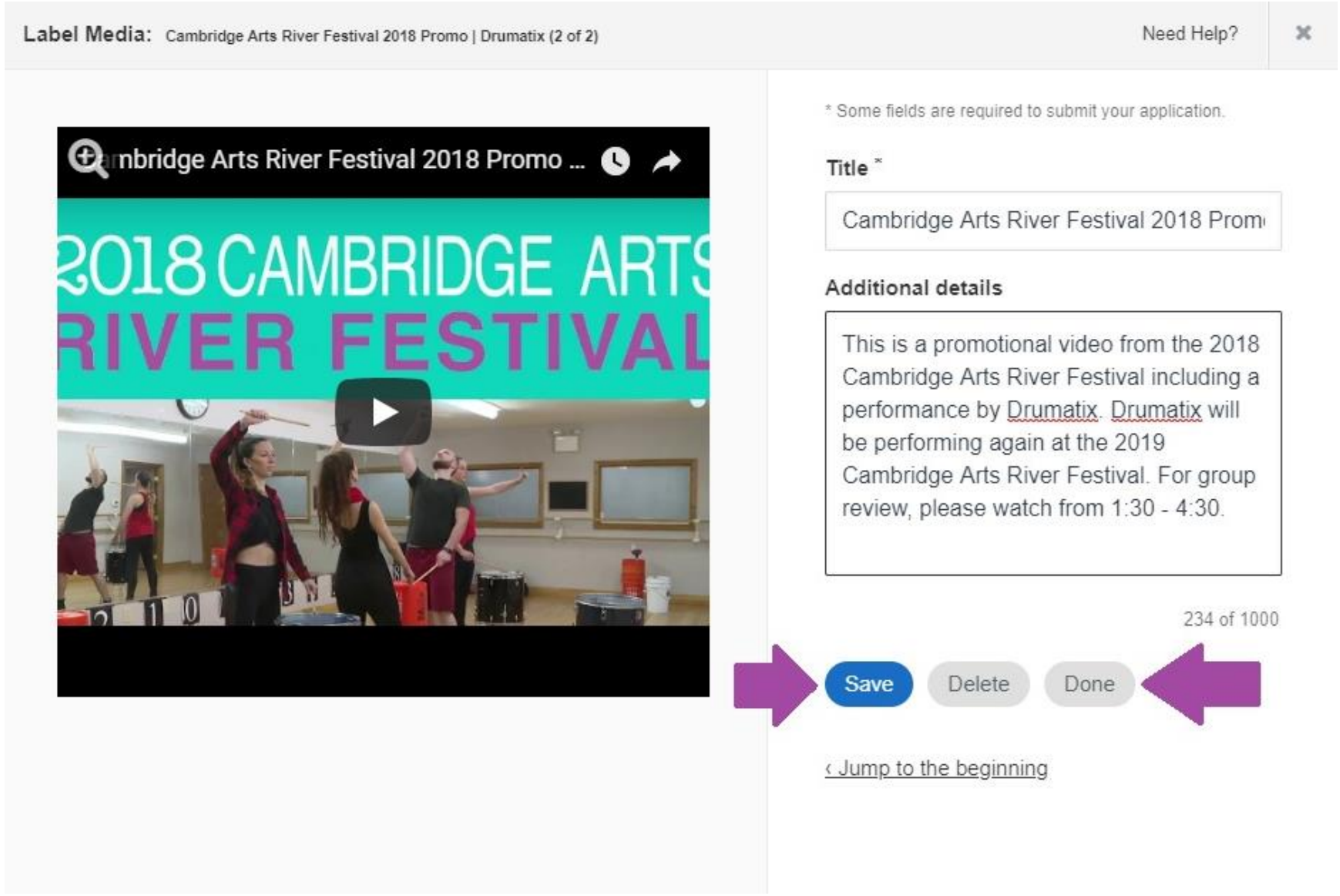
You can add additional Artistic Support Materials by clicking “Add Media.” You can edit media you have already uploaded by clicking the pencil in the upper left-hand corner of the preview of your media file and you can delete a file by clicking the trashcan in the upper right-hand corner of the preview of your media file.



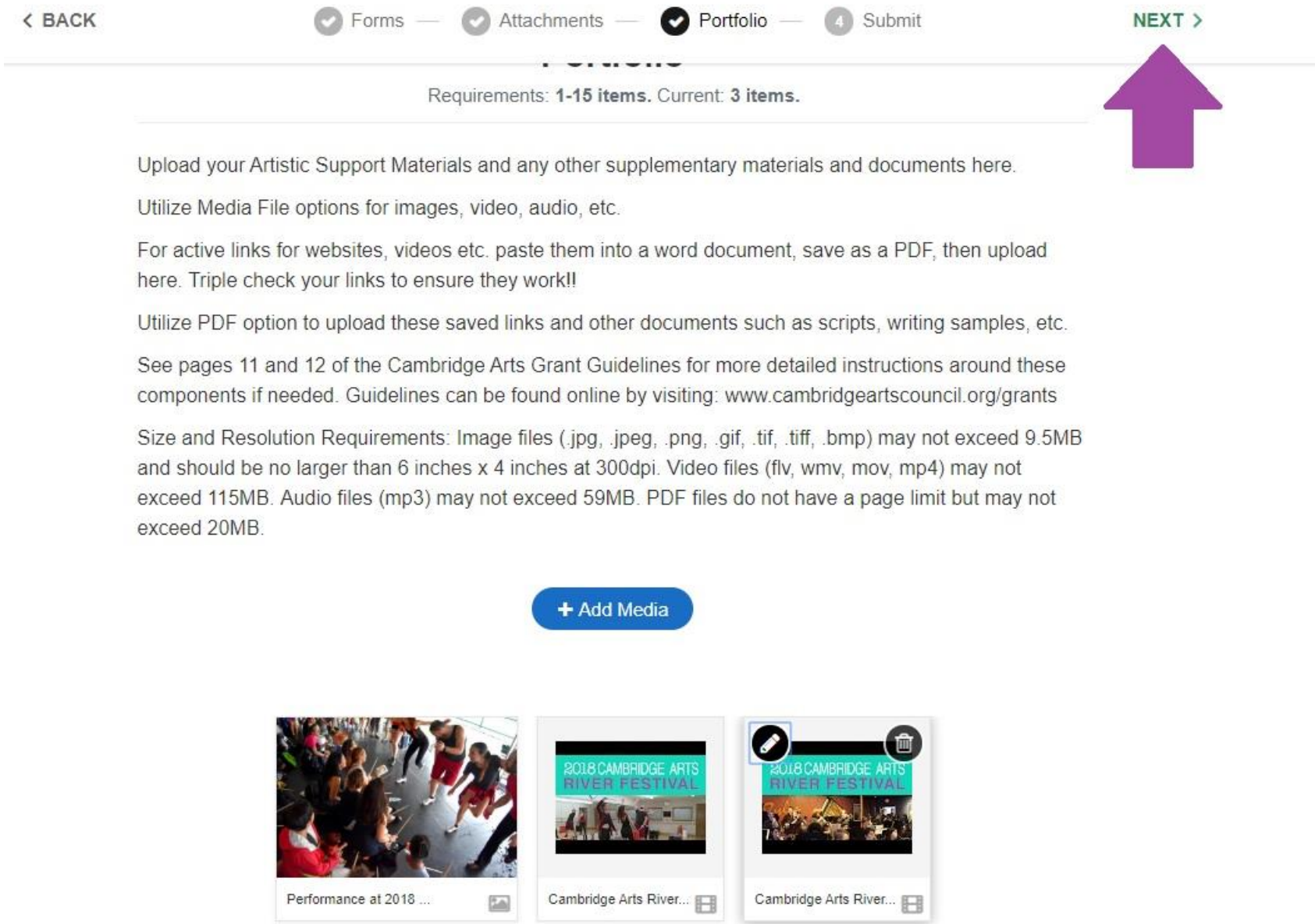
To share Artistic Support Materials through an exact link to Youtube or another website, click “Link to Media” and copy and paste the exact link into the text box provided. You will then need to verify that you have the necessary rights to the artistic materials by checking the box provided. Then click “Add to portfolio.”



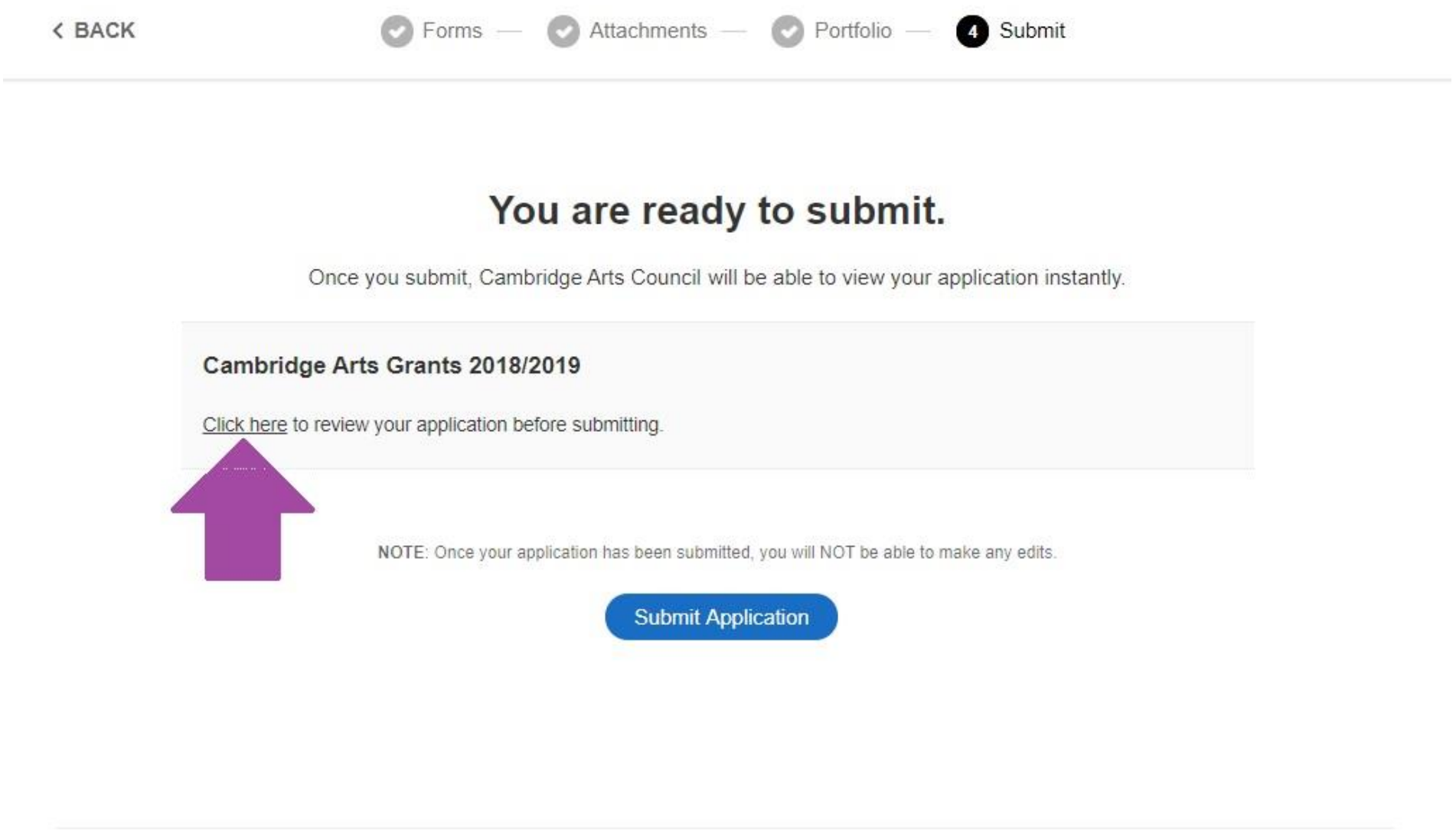
Type a title for your file into the “Title” text box and include any additional required details in the “Additional details” text box. When this is complete, click “Save” and then click “Done.”



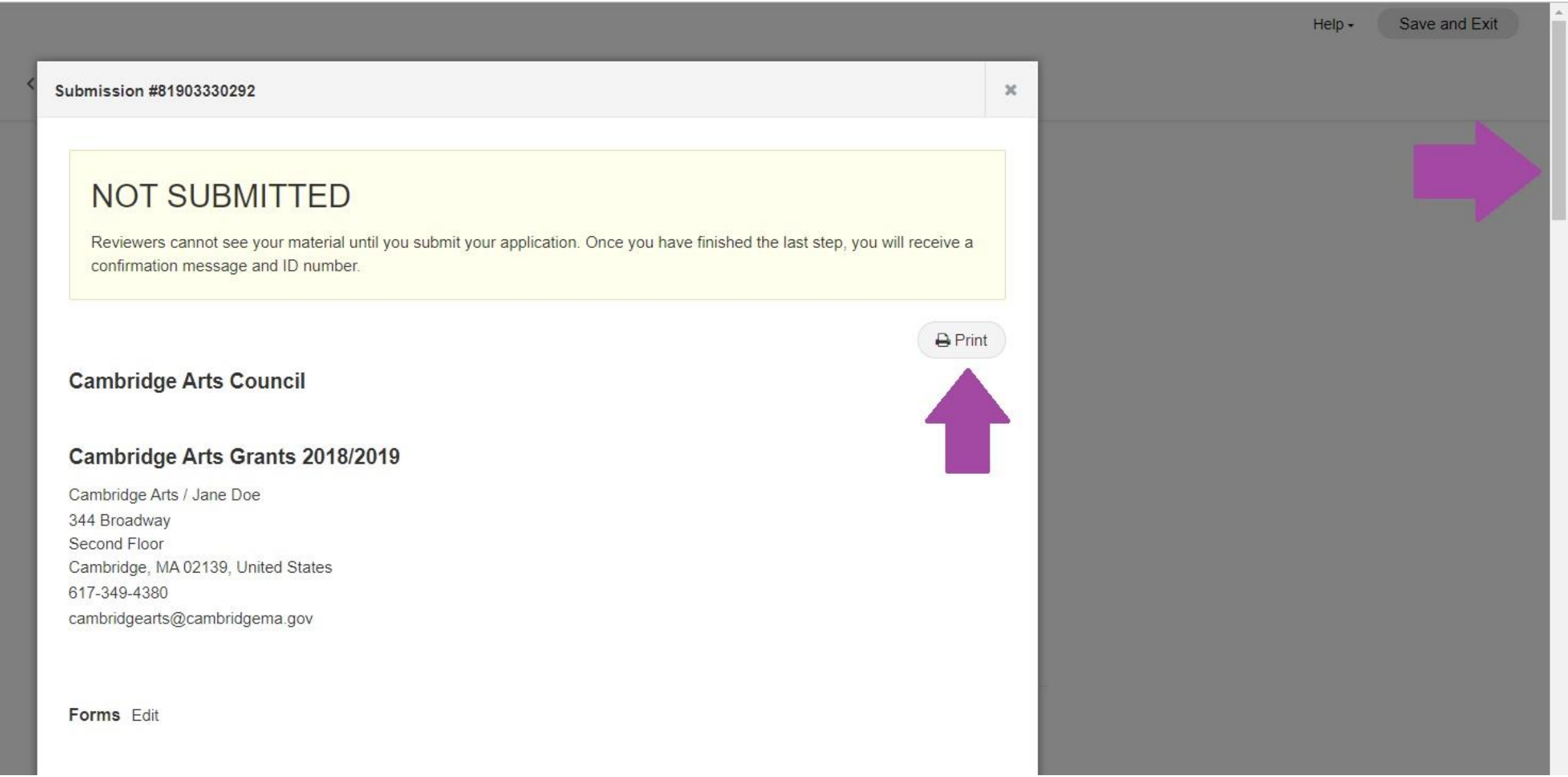
After uploading all of your required Artistic Support Materials, click “Next.”



You’re almost done! Before you submit, review your application by clicking “Click here.”

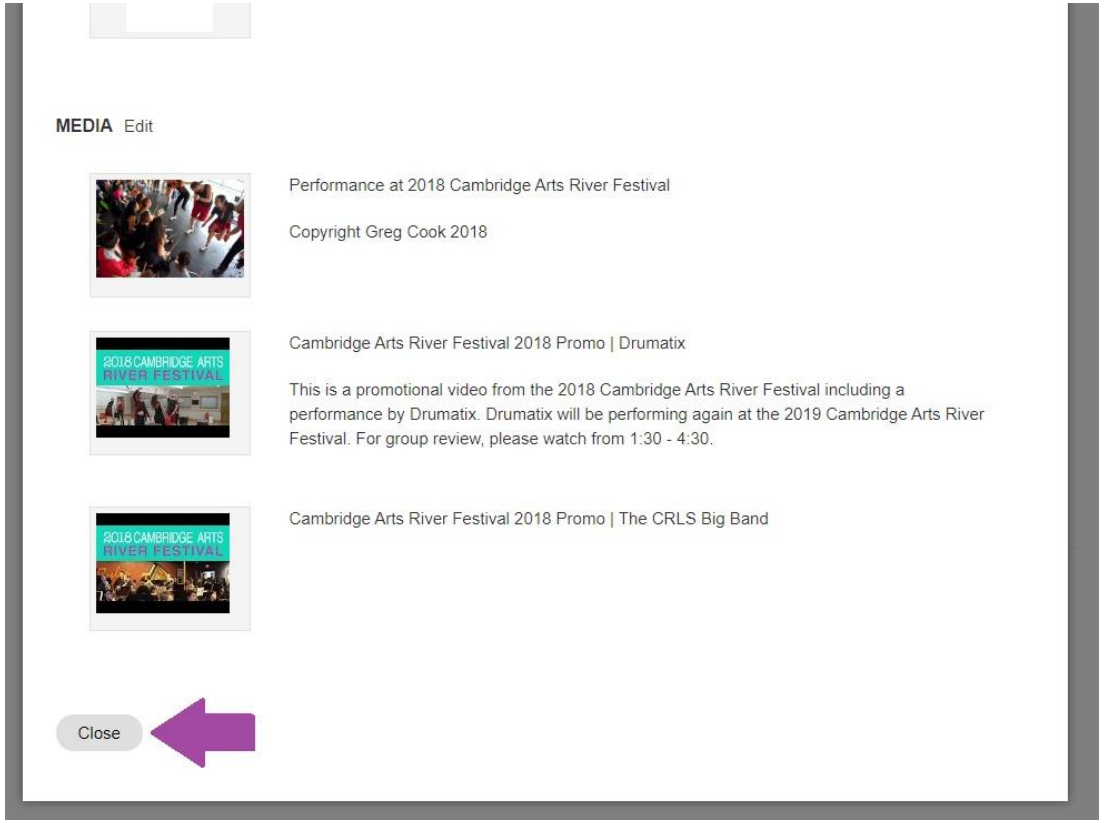


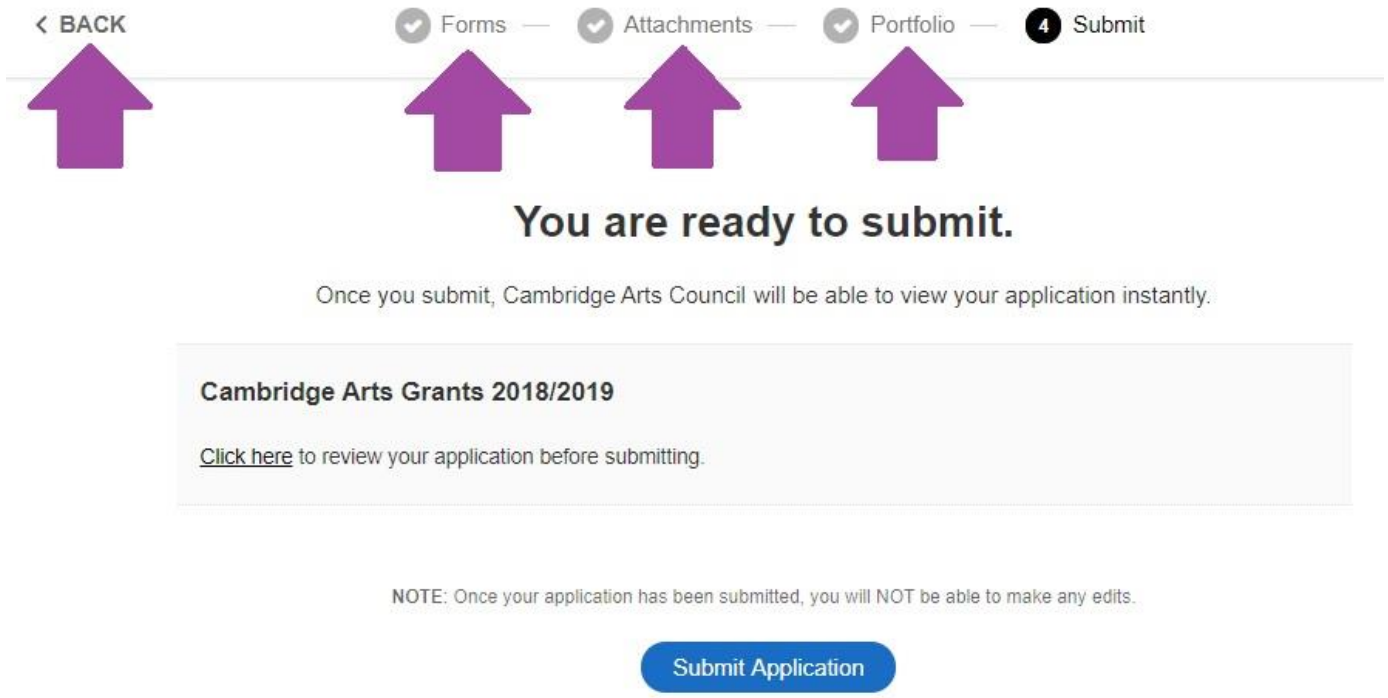
A window will pop-up that includes your entire application. Use the scroll bar on the right-hand side of the screen to review the all of the application materials online. If you prefer to review a hard copy, you can click the "Print" button to print a copy of all the application materials.



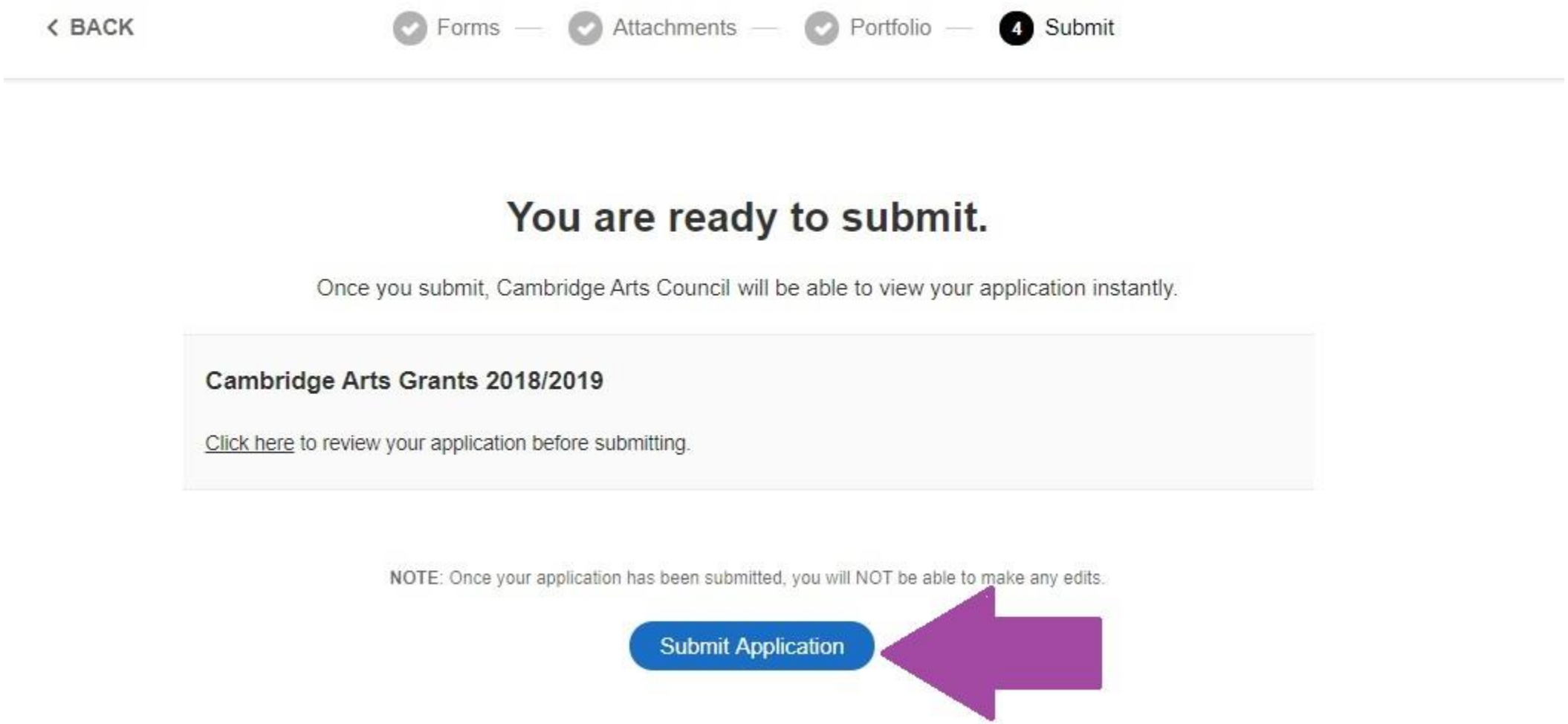
If you need to edit anything, click “Close.” You can then navigate to the section you need to edit by clicking “Back” or on the section that needs to be edited.

For example, in this application we did not include the additional details required for the third artistic support material. We would click “Portfolio” to go back and correct this error.

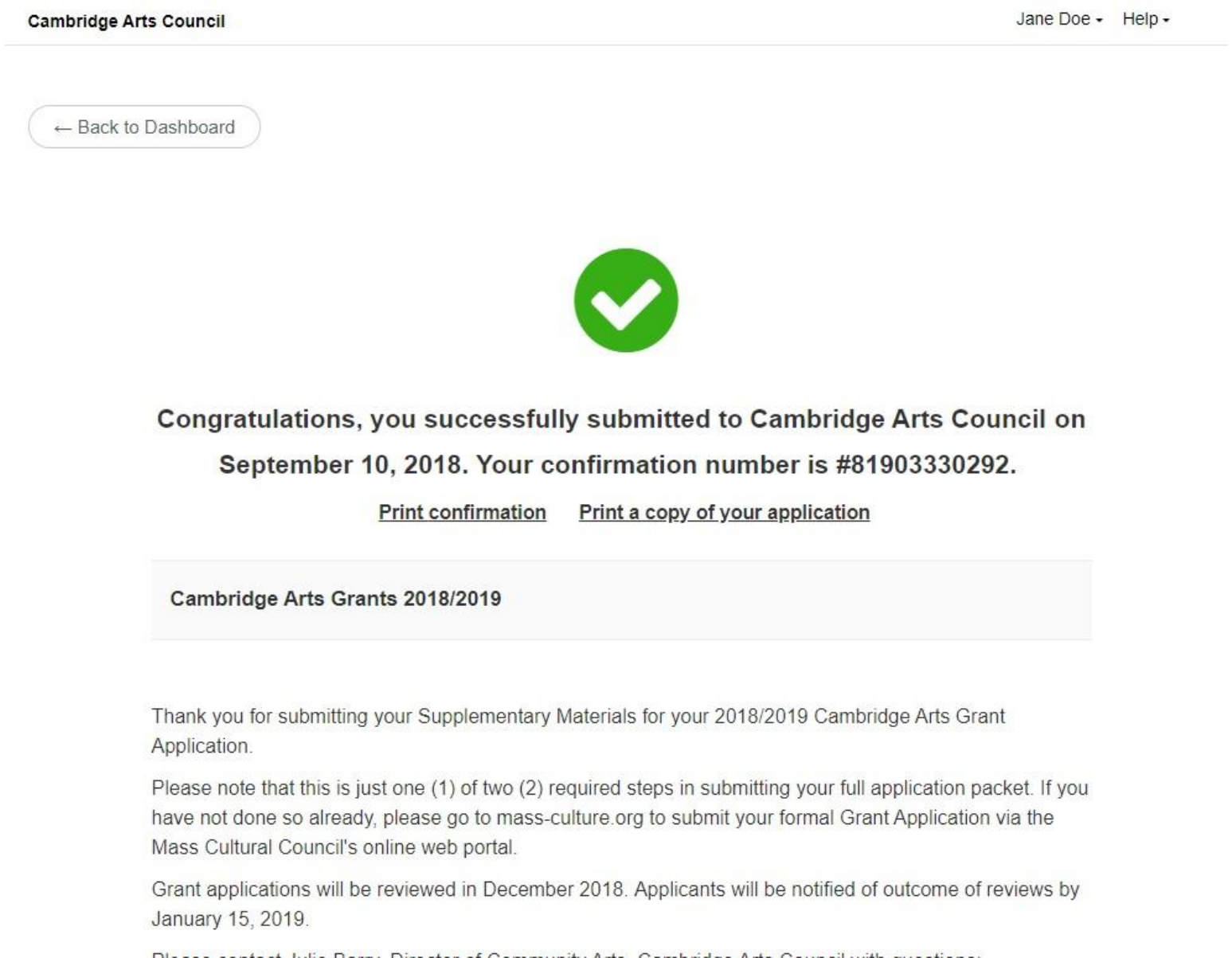




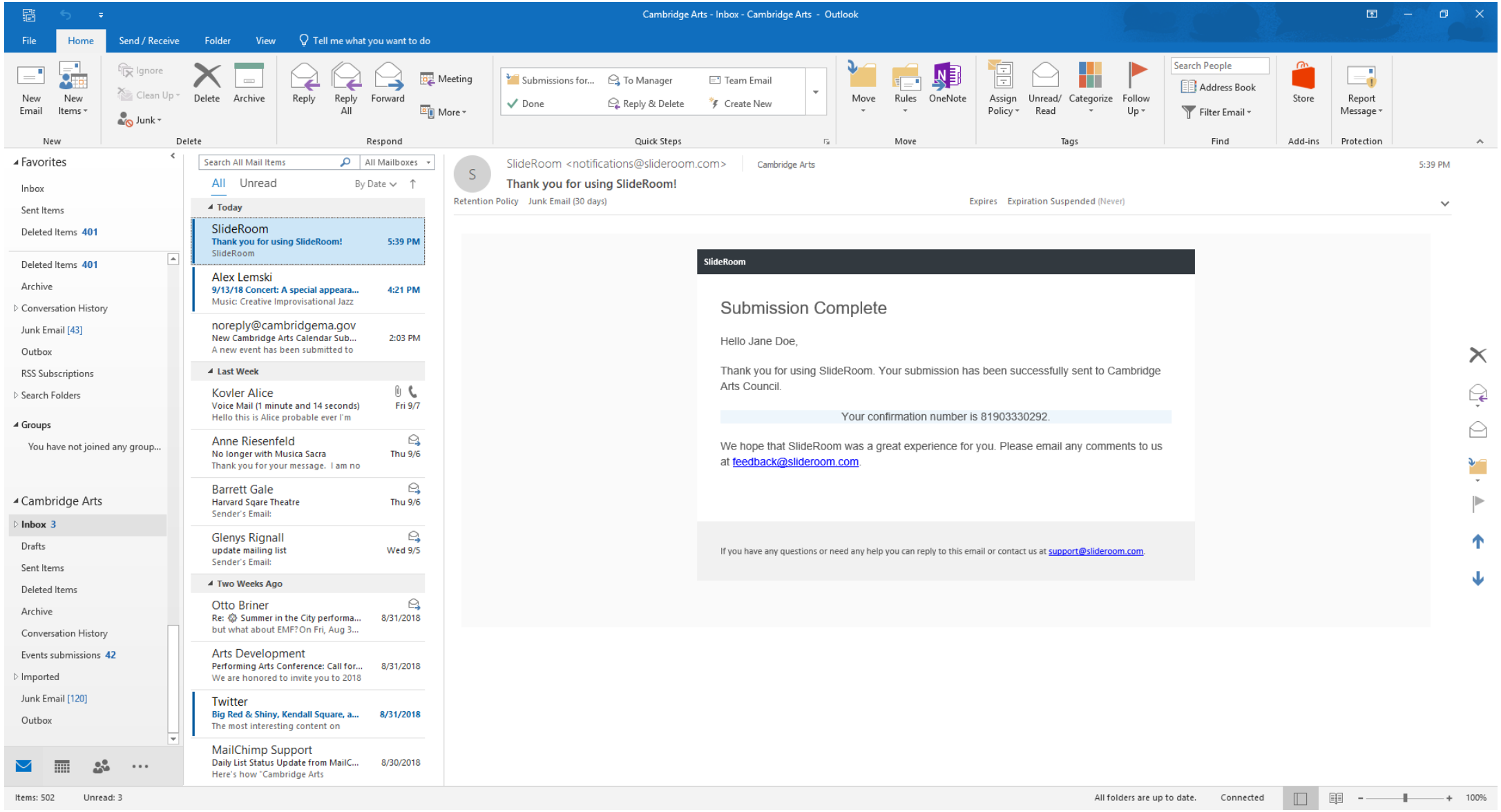
After you have double checked everything in your application and it is ready for review, click “Submit Application.”



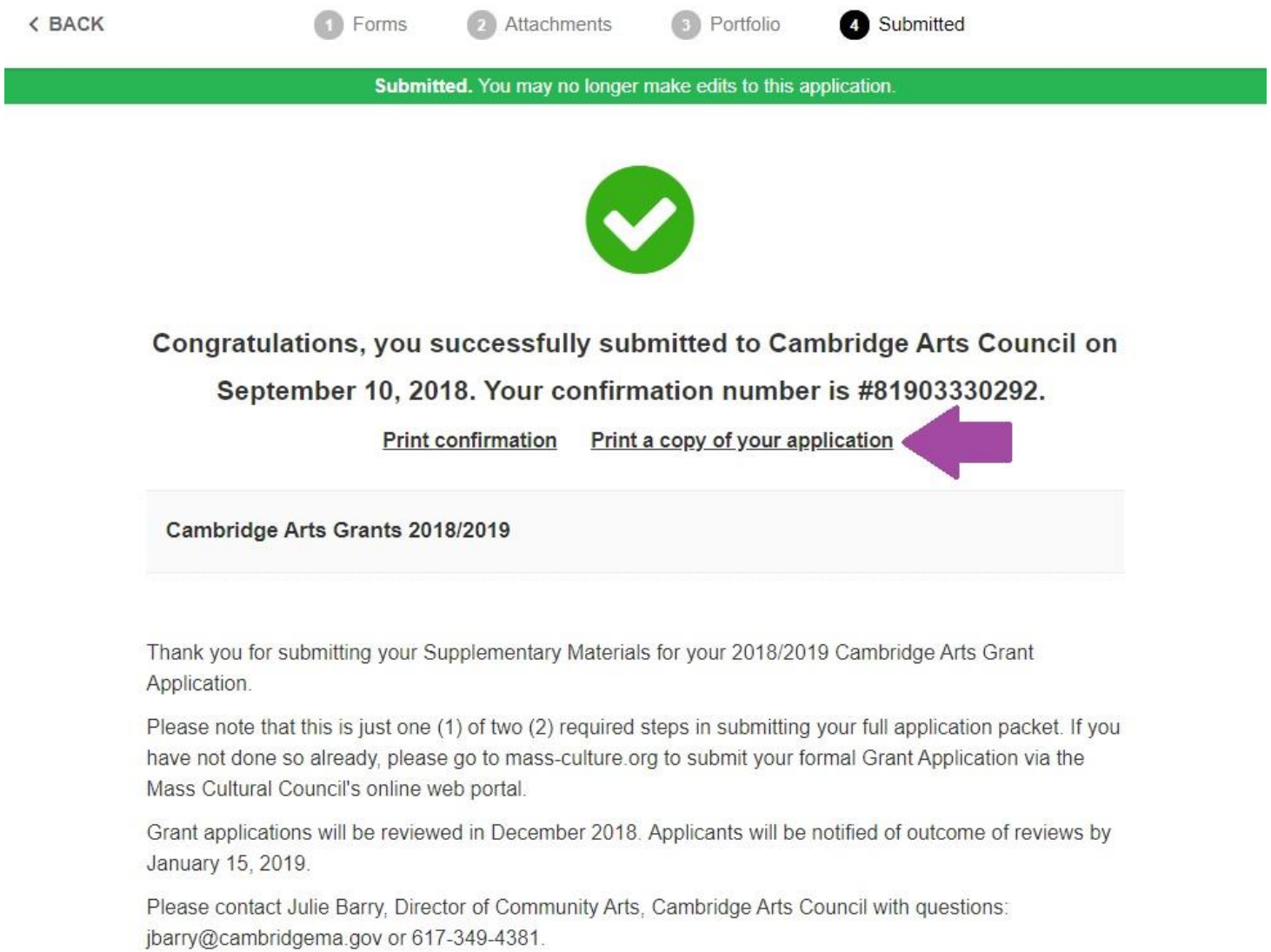
You will see the congratulatory page below, including a confirmation number, once your application has been successfully submitted. Please note that you must ALSO submit the Mass Cultural Council application through their online portal in order for your application to be reviewed. Their application can be found at www.mass-culture.org



You will also receive an email confirming your submission and including your confirmation number. Please note that these emails are often sent to SPAM folders.



While you may no longer edit your application, you can always log in and print a copy for your records.



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Questions?

Please contact Cambridge Arts at 617-349-4380 or by emailing cambridgearts@cambridgema.gov

Our offices are open Mondays 8:30am – 8pm; Tuesdays, Wednesdays, & Thursdays 8:30am – 5pm; and Fridays 8:30am - Noon

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